



EDUCATIONAL ASSISTANT CAREER LADDER

Course / Activity Recording Sheet

School Year: _____

In-service credit approved by HR: _____

Employee Number: _____

Employee Name: _____

School Name: _____

Date	Course / Activity	Presenter / Facilitator	Hours	Signature of Presenter / Facilitator

16 hours of "seat time" = One In-service credit

One In-service credit = Equivalency of 1 University Credit

Please attach copies of agendas, syllabuses and/or certificates if no signature.

Please submit a Salary Increment Form to your Records Specialist when advancing on salary schedule.