

Courses4Teachers/ Center for Professional and Continuing Education  
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**Teachers of all grade levels:  
Earn Three Semester Units of University Credit For Your Attendance and Participation in  
Kid-Fit Workshops/Conferences/Classes**

**Two simple steps:**

1. **Get to know the policies of your school district** regarding graduate-level professional growth courses, due dates, etc. Some districts require prior approval and some don't. Districts vary in policy regarding whether or not they require embossed transcripts, and districts have different turn-in dates for salary advancement. It is your responsibility to know your own district's policies regarding dates you must submit grade reports for salary advancement and regarding their policy in accepting grade reports v.s. formal transcripts. Please contact your personnel department for information.

**What information to provide your district should you need prior approval:** Generally districts ask for the name of the university, the course title and course number. If additional information is requested, you may add that all our University of Pacific courses are Graduate-Level Professional Development courses, designed as professional growth for teachers. See section below, "General Information Regarding Unit Credit", for more specific information about the type credit we offer.

2. **Send in registration form, payment, certificate of attendance at the conference, and a log of extra hours (explained below).**  
The registration process is quick and easy:

We will need four things from you:

- 1) Registration form completed
- 2) Payment – personal check or Visa or Mastercard  
The cost is \$93 per semester unit. Therefore, the cost for one unit is \$93, 2 units will cost \$186, and three semester units will cost \$279.
- 3) Certificate of attendance at the workshop/conferences/classes
- 4) Log of extra hours of professional work (explained below)

**Explanation of Log of extra work needed:**

More than likely the hours you attend the Kid-Fit Program will be less than what is required for a grade of A by the university if you wish three semester credits. You therefore need to supplement by documenting extra hours. The university will credit you for hours of professional work you have done -- some of which may be related to resources recommended by Kid-fit and some may be resources you have found useful on your own. **You may document work done starting from the first Kid-Fit classroom workshop you attended. The hours of work you document can be all related to Kid-Fit but they do not have to be; they just need to be professional activities, in any subject, that enhance your knowledge, skills or curriculum,** i.e., one hour reading a book on children's literature, one hour developing a math rubric, one hour creating a sample for an art project, one hour previewing a video, one hour collaborating with teachers on technology, one hour visiting a site recommended by Kid-Fit, etc.)

You may backdate your log as much as three months.

**All together, Kid-Fit workshop hours plus extra professional work hours should equal the number of hours you need for university credit: 15 hours to earn one semester unit, 30 hours to earn two semester units, and 45 hours for three semester units.**

**What should my log of extra hours look like? Below, a sample log to illustrate requested format:  
(you will have activities of your own choice listed instead of these)**

1/1/13 Attended Kid Fit classes/workshops from 1/1/13-6/30/13	20 hours
Elaborations: I found this program to be greatly helpful....	
4/12 Worked on rubric for math	3 hours
Elaboration: The math rubric I developed was ...	
4/14 Read _____ (children's lit)	3 hours
Elaboration: I recommend this book because....	
4/19 Researched Kid-Fit Newsletters for lesson plan ideas	3 hours
Elaboration: One great idea I got from the newsletter was...	
4/20 Visited the Team Nutrition website and took notes on new ideas	1 hour

- Elaboration: I was especially pleased with the information about...
- 4/25 Previewed activity ideas from the Kid-Fit Videos Database 4 hours  
Elaboration: One activity idea I will use was...
- 4/29 Comprised lesson plans based on the USDA MyPlate.gov website 4 hours  
Elaboration: The focus of these lessons were...

### What activities count for my log?

You may work individually or with colleagues, as long as your after-school work is professional work that will benefit you by way of knowledge or skills to enhance your teaching, i.e., no correcting/grading papers, photocopying, conferencing with parents, or doing report cards. Your activities don't have to relate to each other, but they have to be professional activities.

**Suggestions of excellent activities: read, researched, developed, created, toured, organized, previewed, toured, collaborated**

### **General Information regarding unit credit with the University of the Pacific**

Courses4Teachers is an educational company, in affiliation with University of the Pacific, providing practical and motivating courses for teachers throughout the United States. Courses4Teachers has provided K-12 teachers with consistent, dependable, high-quality graduate professional courses for over twenty-six years. The company office is located in Danville, California. The Courses4Teachers staff takes great pride in the quality of education and service they provide and value highly their strong partnership with the prestigious University of the Pacific. The Pacific main campus, located in Stockton, CA, is one of the oldest institutions of higher learning in the state of California; it has a reputation of high prestige and is known for quality in education.

**States across the U.S. have different terminology to label this type of graduate-level professional development credit. It can be referred to as "professional growth," "post-bachelors credit" or "continuing education." Other terms are used, such as "graduate units," "graduate hours," or "graduate credits."**

**We are not familiar with terminology used where teachers reside outside of the U.S. but if this credit can be of benefit to the teacher, we can grant credit to them even if they reside outside of the U.S.**

Regardless of the terminology, and in light of some confusion with semantics among different states, we want to make it clear that these graduate-level professional development courses are designed for professional growth and are available to teachers across the U.S.

These courses will be listed on a University of the Pacific transcript. They are designed primarily for salary advancement and credential renewal requirements. **The courses are not designed towards attainment of an advanced degree.** You are advised to check with your state board or attending university, prior to registering, if you wish to apply these credits towards attainment of specialty credentials. There are no refunds.

### **Grades**

After you have mail in your documentation and registration, an "unofficial grade letter will be emailed to you, from our Danville office, on University letterhead, within 7 business days. You will also receive an unofficial transcript from the University of The Pacific Registrar in about six to eight weeks. For most school districts, the "unofficial" grade from our office will suffice for immediate professional growth and salary increment credit. Some school districts may request the grade from the Registrar, and some may request that that grade report be unopened. There are also some school districts that require a formal, embossed, sealed transcript.

### **Transcripts**

**About your grade:** In most school districts, the unofficial grade letter from our Danville Office suffices for instant credit. Occasionally a school district requires a hard copy of this unofficial grade report and if that is the case, please email us and we will send that to you. More than likely you will not need this hard copy, since you will be receiving a "hard copy" unofficial transcript, directly from the Registrar, in six to eight weeks. Occasionally a school district requires an embossed, sealed formal transcript. Instructions on how to request the formal transcript are outlined below.

**Transcript Information:** Along with the unofficial transcript you'll receive from the main campus in about 6-8 weeks, will be a transcript request form, listing the instructions on how to request an Official (embossed and sealed) Transcript. Please note: It is imperative that you write your PEDU numbers on the form very clearly so that the University knows to include ALL COURSES you wish to appear on the transcript.

**Do not request an official transcript until you have received the unofficial one from the Registrar. If you do, the most recent courses you've taken may not have been entered in the Registrar computer yet and your transcript may be missing those courses.**

**You can also request an official transcript over the Internet.** The earliest you can do this would be three weeks after you receive your grade letter from the Danville Office. Go to the website of the registrar's office: <http://web.pacific.edu/x7062.xml> and choose the National Student Clearinghouse option. You must pay with a credit card and there is a \$7 charge. **Transcripts cannot be requested by email, through fax, or over the phone.** When requesting online, please write your courses in the fields marked "Degree/Certificate Title." **Again, you cannot request an official transcript unless you have received your unofficial transcript from the main campus.** You can write more than one course on a line if you have more than four courses. If you do not write down all courses needed, your transcript could be sent without important information and you will have to re-order/ re-pay. Requesting transcripts online is the quickest way to receive them – but you should ALWAYS wait until you have received an unofficial before ordering. The very soonest your grade can be posted at the main campus is generally three weeks after being graded, and often it takes four - six weeks.

**In filling out the form for a transcript, some clarifications:** Rush delivery means you will receive your transcripts within 3-5 days after ordering them.

**Signature:** That's electronic. **Processing Option:** **Select "After grades are posted"** – otherwise you will receive a blank transcript because your course grades may not have been posted to your transcript yet.

If you do not receive your unofficial transcript from the Registrar eight weeks after you received your grade letter, please notify our office. We will make sure you are taken care of.

**If you need to request a Rush/overnight transcript in the next two weeks,** you can call the main campus at (209) 946-2424 and request expedited posting process. Please note: expedited grade posting causes office delays and should only be requested if it is an emergency and your unofficial has not been received yet.

# University of the Pacific – Registration Form for Work Related to the Kid-Fit Program

Choose from one of the following course titles.

Keep a record of which title you have chosen for your records.

Once you have chosen a course title, you may not use that course title again to get credit for other workshops or conferences. In

Selecting a course title, keep in mind that the title does not have to match all the activities in the Kid-Fit Workshops – it is merely a way by which we file you for university credit.

**These titles are available for one, two or three semester units of credit:**

P EDU 9062: Focusing Objectives For Teaching Physical Education

P EDU 9188: Environmental Awareness, Lesson Plans and Activities

P EDU 9189: Environmental Education Curriculum for Teachers

**These titles are available for three semester units of credit only. They are NOT available for one or two units.**

P EDU 9032: Physical Education Activities For the Classroom

P EDU 9037: Health/Nutrition Lesson Plans for the Classroom

**Mail this completed form, with:**

**1) certificate from Kid-Fit**

**2) payment (\$93 for one credit, \$186 for two credits, or \$279 for three semester credits)**

**3) log of extra hours to:**

**Courses4Teachers, University of Pacific**

**Attn: Karin Alexander**

**696 San Ramon Valley Blvd. #518**

**Danville, CA 94526**

Name:

Address:

City :

Zip Code:

Home Phone Number:

Work Phone Number:

Email Address:

Birthdate:

Social Security Number:

Name of School In Which You Teach:

Name of School District (no abbreviations please):

Course Number and Title:

Number of Units You Wish to Earn (1, 2, or 3):

Payment (\$93 per semester unit) – Check one:

Personal check, payable to University of the Pacific, enclosed in the amount of: \_\_\_\_\_ .

Amount of \$ authorized to charge to Visa or MasterCard

Card Number and Expiration Date: