Frequently Asked Questions

Where can I find the forms, I misplaced the one you sent me? The forms for LPIC can be located online at: http://www.canyonsdistrict.org/instructional-supports/896-submit-professional-requests-for-credit-lane-change

What activities require pre-approval? Please see the Professional Learning Matrix for all Professional Learning Activity Categories. (Go to the link above.)

Can I submit for courses taken in the past? Beginning with the 2010-2011 school year, all plans must receive prior approval.

What is the difference between district credit, CACTUS (USBE) credit, university credit, and relicensure / clock hours?

- District credit is awarded by Canyons School District and can be used as credit towards a lane change. These credits are recorded only in the district personnel data and will not follow the employees if employment through Canyons School District ceases.

- CACTUS credit is awarded by the Utah State Board of Education and can be used as credit towards a lane change. These credits are recorded in the state CACTUS system and are permanent.

- An accredited institution of higher education awards university credit. These credits can be used towards a lane change if they are part of an advanced degree, specialized endorsement or certification, or if approved through the LPIC. Credits are recorded on official transcripts and are permanent.

- Relicensure / clock hours are awarded for professional learning opportunities and may be listed in OnTrack or certificates of attendance. At least fourteen (14) clock hours (60-minute sessions) of classroom instruction are required for each one (1) semester hour of credit. Clock hours are considered as direct instruction. Lab activities, homework, or time for meals cannot be counted. (Policy-GCIG-Local Professional Improvement Committee, Administrative Regulation-GCIG-R)

Do university courses require pre-approval? Only credit that is non-matriculated or not part of an advanced degree or endorsement program must be approved through the LPIC.

Does credit awarded through LPIC make me eligible for a lane change? Credit earned through LPIC can be applied towards a lane change. The lane change process is managed in the department of Human Resources. Information about lane change can be found at: http://www.canyonsdistrict.org/tools/info-for/employees#L

Whom do I contact for more information? Please contact the Instructional Supports Department for further questions at 801.826.5013.

Where do I submit my application? Applications must be submitted to the Instructional Supports Department, CAB West, 9150 South 500 West, Sandy, UT.