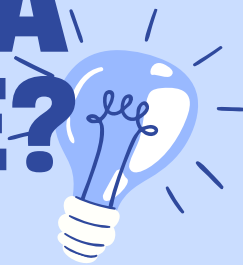# HOW DO I OBTAIN CREDITS FOR A LANE CHANGE?

1. University Credit

- Class credit from a regionally accredited university.
- You must submit official transcripts to HR.
- Each semester credit equals one lane change credit. (An exception to this is religious courses - Which do not count)

2. USBE Credit

- My UEN (Utah Education Network) offers classes to earn credits for either:
  - USBE Credit- found on your MIDAS account
  - University credits - found on your university transcripts

3. Prior Approvals

- Are done through Granite
- These are credit hours given for trainings, district courses, conferences, or online courses.
- There is a form you will need to fill out that you can obtain below or by contacting
- **Laurice Larsen (Teachers)** at ldlarsen@graniteschools.org
- **Marilee Evans (Administrators)** at mevans1@graniteschools.org.

USBE/Relicensure Credit

- Relicensure hours are counted for relicensure only. **They do not count towards lane advancement.**
- USBE Credits or University Credits count for relicensure and lane advancements (BEST option!)
- When you sign into your MIDAS account, go to "transcript" where you can see your hours earned.
- Most all hours labeled "USBE Credit" are counted.
  - Historical District Credit is not counted towards a lane change.

Prior Approvals

- You are given 1 year to complete the prior approval once it is approved.
- If you don't get it in within the year it becomes void.
- Once you are done with the course or conference you will need to:
  - Write a 1 page summary and send it in with the certificate or completion
  - Send in a $20 fee for each prior approval.

Prior Approvals

- Prior approvals must equal a certain number of hours to equal 1 prior approval credit.
- If you find a conference or training that will equal 18 hours we can give you 1 credit. **All hours will round down and not up.**

Below is an EXAMPLE chart of how many hours something must be in order to get credit hours.

Hours	Credit
7	0.5
15	1
22	1.5
30	2
37	2.5
45	3
52	3.5
60	4

If you have any questions, ask before you take the course!

UNIVERSITY/USBE CREDITS: DMHOOVER@GRANITESCHOOLS.ORG

PRIOR APPROVAL CREDITS:
LDLARSEN@GRANITESCHOOLS.ORG (TEACHERS)
MEVANS1@GRANITESCHOOLS.ORG (ADMIN)