



**INTERMEDIATE SCHOOL DISTRICT 917**  
**1300 145<sup>TH</sup> STREET EAST**  
**ROSEMOUNT MN 55068**  
**651-423-8206 (for Human Resources Assistant)**

DATE: 2023-2024 School Year  
TO: Teachers/Licensed Staff Contract Group  
FROM: Human Resources  
RE: REQUEST FOR LANE CHANGE (CEUs)

If you wish to request a lane change, please complete the attached 'Request for Lane Change - Degree/Credit Status Form'.

**For August 2023 Lane Changes (effective first day of school in 2023-24): Return all forms to Human Resources by Friday, September 15, 2023.**

**For January 2024 Lane Changes (effective January 2, 2024): Return all forms to Human Resources by Tuesday, January 16, 2024.**

Your request will be checked by Administration. Be aware of the following contract stipulations:

- a. CEU course work must be approved by the appropriate professional association.
- b. CEUs applied to this subdivision must be paid for by the Physical and Occupational Therapists, Audiologists, Mental Health Professionals, Speech Language Pathologists, or Licensed School Nurses and not by the District.
- c. Conversion of CEUs to graduate semester credits will be processed as follows:
  - i. Licensed School Nurses and Mental Health Professionals: 150 CEUs will equal 10 semester credits of graduate work.
  - ii. School Social Workers with a Master's degree: 150 CEUs will equal 10 semester credits of graduate work.
  - iii. Audiologists, Occupational Therapists, Physical Therapists, and Speech Language Pathologists: 15 CEUs will equal 10 semester credits of graduate work.

If everything is in order, a lane change authorization will be generated. The salary difference will be retro paid to you, effective the date(s) listed above (beginning of 23-24 school year **or** 1/2/2024).

**NOTE: The Master Agreement requires that the District receive *all* documentation by the due dates listed above for the corresponding lane change. No late submissions will be accepted.**

**Please return to HR Assistant at the District Office in DCTC by the due date listed on previous page (9/15/23 or 1/16/24).**

INTERMEDIATE SCHOOL DISTRICT 917  
**REQUEST FOR LANE CHANGE – CEU COMPLETION FORM**  
**FOR THOSE IN THE LOCAL 3904 (TEACHERS/LICENSED STAFF) AGREEMENT**  
(See Article VII, Section 1, Subd. 7 and 9 of Master Agreement)

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

Lane Change Submission Date: ☐ September 15, 2023 ☐ January 16, 2024

Total Additional CEUs for Proposed Lane Change: \_\_\_\_\_

Current Lane: \_\_\_\_\_ Proposed Lane: \_\_\_\_\_

**\*\*Note: Your step does NOT change. This is LANE CHANGE ONLY.\*\***

*A new request needs to be submitted for each lane advancement, even if extra CEUs carryover from a previous change request.*

**CHRONOLOGY OF CEUs EARNED FOR THIS PROPOSED LANE CHANGE**

Course Title	Date(s) of Course	# of CEUs

Date(s) \* of CEU Pre-Approval: \_\_\_\_\_

(\*on bottom of the 'Form to Request Prior Approval of CEUs for a Future Lane Change')

Please include/attach or send directly to HR:

- ☐ Copy of 'Form to Request Prior Approval of CEUs for a Future Lane Change' for corresponding CEUs listed above.
- ☐ Proof of completion/certificate for all CEUs listed above.

**-----FOR HUMAN RESOURCES USE ONLY-----**

Current Lane & Step: \_\_\_\_\_ New Approved Lane & Step: \_\_\_\_\_

Actual CEUs Earned: \_\_\_\_\_ Carryover CEUs: \_\_\_\_\_

☐ Approved ☐ Denied Signature & Date of Approval: \_\_\_\_\_