

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 45 (Rev.)
April 7, 1992

SUBJECT: CREDIT FOR WORK ACHIEVEMENT

- I. Philosophical Concept
- II. Conditions for Granting Credit
- III. Verification of Employment
- IV. Procedures for Requesting Credit

This revision supersedes the bulletin of the same number issued on August 26, 1988. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. PHILOSOPHICAL CONCEPT

The Division of Adult and Occupational Education has long adhered to the concept that all learning does not necessarily take place in the classroom and legitimate credit should be granted for non-traditional learning experiences. Credit for work achievement is one of the approved methods used to assist adult students to fulfill high school diploma requirements.

II. CONDITIONS FOR GRANTING CREDIT

The following conditions must be met for the granting of work achievement credit:

- A. Work must commence after the student's sixteenth birthday, and the student must be seventeen years old at the time the credit is authorized.
- B. Wages or salary must have been paid for the work.
- C. Students must have been employed for at least six months with the same firm
- D. Persons who are self-employed for at least six months with the same firm.

III. VERIFICATION OF EMPLOYMENT

There must be an initial verification of employment. This verification may be accomplished by any of the following:

- A. A notarized statement from the applicant, describing the type of employment.
- B. A copy of an annual income tax return.
- C. A copy of an annual social security report.
- D. A statement from a labor union.

IV. PROCEDURES FOR REQUESTING CREDIT

These procedures should be followed when work achievement credit is requested.

- A. Student obtains verification of work from employer on letterhead stationary. The letter is to contain the following:
 - 1. Title of position.
 - 2. Exact dates of employment.
 - 3. Description of duties performed.
 - 4. A record of job changes, listing advancements and dates.
- B. Upon request of verification, counselor will:

1. Prepare a "request for Credits on Work Achievement" Form 34-H-194 (Stock NO. 822061) in duplicate.
 2. Obtain approval of the principal.
 3. Forward the form to the Chairperson, Work Achievement Committee (c/o Guidance Resource Office, Division of Adult and Occupational Education), Third Street Annex, Room 850.
- C. The following guidelines are also applicable:
1. Credit may be granted on the basis of ten-semester periods for a specific job held for six months.
 2. If there has been progression in the job, five-semester periods may be granted for each additional six months of employment after the first year.
 3. No credit may be given for periods shorter than six months.
 4. No credit is granted for work achievement in excess of twelve months if there has been no change in the type of work done.
 5. Exceptions may be made if the type of work is progressively more difficult, justifying a division into beginning and advance courses.
- D. The Work Achievement Committee will review the request and return the original copy of the form, indicating approval and/or modification of the request. The duplicate copy is retained by the committee for its files. The original becomes part of the student's cumulative record. The Work Achievement Committee offers the following guidelines to the counselor.
1. Be specific in naming the subject field. All electives are classified by subject field. Refer to the Catalog of Authorized Courses. For course titles not listed, refer to the Dictionary of Occupational Titles. List either course number or number from the Dictionary of Occupational Titles on the request form.
 2. Be specific in designating course titles or occupational titles. Indicate the number of credits requested for each.
 3. Follow the general rule of:
Ten-semester periods maximum in one subject field.
Forty semester periods maximum in one subject field.
 4. Use the title of the course, not the title of the worker, on the request form.
Examples: PBX Operation -not PBX operator
 Carpentry - not carpenter
 Typewriting -not typist
 5. Request approval for only the number of credits needed to meet graduation requirements. Do not request more credits than are commensurate with the extent of work achievement.
 6. Be sure to include the student's birth date or age on the request form.
 7. Confirm that credits requested and granted do not duplicate credits already noted on the cumulative record.
 8. Note that the credits for work achievement may be applied only to the elective (section) of the adult high school graduation requirements.

For assistance, please call Dr. Dale McIntire, Coordinator, Adult Education Services Unit, at (213) 625-4632.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
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