Steps to Follow for Newly Certified NBC Teachers

Please follow these steps to get started and become eligible to earn your differential

1. Submit your Principal Assignment Certification (PAC) and Commitment Form

   - Log in to Schoology using your LAUSD single sign on.
     - PAC and Commitment Form Course Access Code. QDQ8-JVK4-DWZ7S (click on courses, join course, enter access code)
     - 20 21 Principal Assignment Certification (PAC)
       - Fully complete the form: Class code; NBC Name; Employee Number; School; Local District
       - The principal checks the box to indicate the percentage eligibility (100%, 50%, 0%)
       - The principal signs and dates the PAC Form. The Principal Name, School and Contact Number must also be completed.
       - It must be a physical (wet) signature or a digital signature with visible authentication.
       - You will need to have your class code on the form for it to be accepted --click on the link for a list of class codes NBC Class Code List
       - If you are in an assignment that is outside of a classroom assignment for part or all of the school day you must also send a copy of your official job description (job flyer) and a monthly calendar showing what you do each day to peggy.presley@lausd.net
     - 20 21 Commitment Form
       - The directions and link for the Commitment Form/Action Plan are in the same Schoology class as the PAC
       - In the second assignment click on the link and completed the Commitment Form. Please do not upload anything in Schoology. We will verify completion by looking at your Google Form submissions.
     - Checking to be sure we have received, reviewed and accepted your submission
       - To check and see if we have received and reviewed your submissions log into the class, then click on 'grades' at the left.
       - The PAC will have a score of 100, 50 or 0 based on the percentage of your eligibility. A score of 1 indicates you need to revise and resubmit. There will be a comment indicating what needs to be changed if you need to revise in order to have the submission accepted.
       - Upload your PAC as a PDF document (directions for creating a pdf using a smart phone or tablet can be found here https://www.youtube.com/watch?v=pc7dkXaer2s&feature=youtu.be

Newly Certified due dates: PAC 3/17/21 Commitment Form 3/17/21

- If your PAC and Commitment Form are correctly submitted by these dates your eligibility will begin January 1st with your first monthly payment on your February 5 paycheck.
- Plan to attend the Mandatory 2 hour NBC Information Meeting 3/17/21 3:30-5:00 pm https://lausd.zoom.us/j/87603390186?pwd=Nk5SSjRDdENlciHJTNHhwTkZHU3ZXQT09
  Meeting ID: 876 0339 0186 Passcode: 788955
- To review what is eligible for earning NBC hours click on the NBC Guidelines box below. Read the information on the page then click on the link at the bottom. There will be a box for each Task. In addition to reading the guidelines and downloading logs for Tasks you wish to engage in you may wish to review the Task Tutorials which are posted in the Task Folders in the Log Submission Course. Schoology 20 21 Log Submission Course Access Code: GPNM-5PDF-56ZC7.