

**LOS ANGELES COMMUNITY COLLEGES  
PERSONNEL GUIDE**

B361  
POINTS  
Private Instruction

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Point Credit for Private Instruction

1. Definition. Private instruction is specialized professional study under a qualified private instructor. Private instruction differs from instruction in a private school in that a private school must have: a campus, established courses, central administration, an established faculty, definite hours of instruction and length of course, and issuance of evidence of satisfactory completion.
2. Policy (AG 3227, 3226). Salary point credit may be earned for study under qualified private instructors provided that such study is:
  3. in the subject field in which the employee is rendering service.
  4. of a quality and advanced nature comparable to that undertaken in recognized institutions of higher learning.
  5. of such nature as to provide a substantial increase in the employee's skill, knowledge or understanding of the basic aspects of his work.
  6. approved in advance by the Office of Personnel Operations and completed within one year of the date of approval. (For study completed before July 1, 1959, or completed before placement on the salary schedule, prior approval is not required.)
3. Qualifications of Private Instructors. Private instructors are "qualified" on the basis of their ability, training, experience, and status. It is the obligation of the applicant to supply appropriate biographical data illustrating the qualifications of the instructor.
4. Point Allowance. A maximum of six points in any one subject area and a career total of thirty (30) points may be earned for study under private instructors. The granting of point credit is determined by the number of hours of instruction received and the outside preparation required but not to exceed one point per week:
  - a. Preparation Type Study. One salary point credit shall be allowed for each 16 hours of instruction which as a minimum requirement of two of more hours of outside preparation for each hour of instruction, OR one salary point credit shall be allowed for each 24 hours of instruction which has a minimum requirement of one hour of outside preparation per hour of instruction.
  - b. Non-Preparation Type Study. One salary point credit shall be allowed for each 48 hours of instruction where less than one hour of outside preparation per class hour is required.

5. Application Procedure

- a. Submit a Request for Approval of Point Credit Activity (Form C242) at least two weeks prior to commencement of study. File the request with the Office of Personnel Operations, with the required statement attached. The statement should include the following: (1) description of instruction, (2) schedule of instruction, (3) inclusive dates of program or study, (4) total hours of instruction, (5) total hours of preparation (6) name, address, and telephone number of instructor, (7) qualifications of instructor, (8) signature of instructor, and (9) a statement of the relationship of the study to the instructional assignment of the applicant.
  - b. Requests will be approved or denied for study by a Chancellor's committee. This decision will be sent to the applicant on the receipt portion of Form C242. In addition, for requests that have been approved, Form C159 will be included for use when the study has been completed.
6. Completion of the Study. At the conclusion of the study, Form C159, including verification of study, and signature of the private instructor, is to be submitted to the Office of Personnel Operations.