



Self-Paced Staff Training

All school staff are also eligible to complete the training for 4 clock hours.

***NOTE: For the training to be considered "complete", staff must achieve 100% Course Progress AND 10/10 for each Assessment Score**



- **Non-Admin Certificated Staff** will receive 4 paid hours for completion of the self-paced RULER training (two 2-hour modules). Their pay date will depend on the date their training completion was verified* at the school.
- Completion must be verified on the shared school spreadsheet (i.e. office manager, admin) A school-specific link was emailed to each office manager and admin team. Contact Lindsey de Carteret (ldecarteret@everettsd.org) if you need it resent.
- UPDATE: Timecards are NOT going to be used or accepted. Once they're verified in the shared school spreadsheet, they will be automatically processed for the next month's payroll through Frontline according to the payroll cutoff dates.

Month	Completed Verification	Pay Date
September	9/27/2022	10/31/2022
October	10/27/2022	11/30/2022
November	11/28/2022	12/30/2022
December	12/14/2022	1/31/2023
January	1/27/2023	2/28/2023
February	2/24/2023	3/31/2023
March	3/28/2023	4/28/2023
April	4/27/2023	5/31/2023
May	5/26/2023	6/30/2023
June	6/28/2023	7/31/2023