

RECERTIFICATION FOR  
*Music Teachers*  
THROUGH PERFORMANCE TRAVEL



You are passionate about your work, and it shows. The long hours. The late nights. The tireless commitment to building your ensemble. For all your effort, Encore Tours want to offer you the opportunity to earn up to three graduate-level professional development credits provided by Courses4Teachers and University of the Pacific. These credits are accepted by school districts throughout the United States and can be earned by simply traveling on an Encore performance tour or on attending Prelude.

## HOW DOES IT WORK?

There are three steps to earning your three graduate-level professional development credits for your Encore tour participation.

### STEP 1:

#### Get to know the policies of your school district regarding graduate-level professional growth courses.

Since some districts require prior approval, make sure you know any key dates so paperwork can be submitted in a timely manner. Policies regarding the submission date for salary advancement or whether embossed transcripts are required can vary from district to district.

It is your responsibility to know your own district's policies regarding grade submission dates for salary advancement. Each district's policy pertaining to accepting grade reports versus formal transcripts may differ, so please be sure to contact your personnel department for more information.

*Please note: It typically takes six-to-eight weeks to obtain a transcript from the Registrar, so plan your registration with this time frame in mind.*

#### **What information to provide your district if prior approval is required:**

Generally districts require the name of the university, the course title, and course number. If additional information is requested, you may add that all the University of the Pacific courses offered by Encore Tours are Graduate Level Professional Development semester courses, designed as professional growth programs for teachers. The University of the Pacific is accredited with the Western Association of Schools and Colleges.

### STEP 2:

#### Complete and submit the registration form and payment (See link below).

You may register by regular mail or email. You will need the following to complete your registration:

- Registration form completed (See suggested course titles below)  
[Click here to complete your registration form](#)
- Payment - \$99 per graduate level semester credit. Personal checks or credit card payments are accepted. Please do not send cash, as Encore Tours cannot be held liable for missing cash payments.

Accepted credit cards include MasterCard, AMEX, Discover or Visa. You may also pay by personal check, which can be made payable to University of the Pacific and mailed with your registration form to:

Courses4Teachers, LLC  
University of the Pacific  
Attn: Karin Alexander  
696 San Ramon Valley Boulevard, #518  
Danville, CA 94526

- When emailing your registration form, be sure to include the dates and destination of your recent travel with Encore Tours. **Important: In the subject line of your email, be sure to indicate that you traveled with Encore Tours**  
*Example Subject Line: DEC-10-2019 Encore Tours Trip to Milan*

You may choose from any of the following course numbers and titles. **Each course may be taken for three (3) credits.** In order to receive your graduate-level professional development credits, you must choose a different course title from the list for every subsequent trip with Encore Tours.

PEDU 9221 — *Travel to Enrich Your Curriculum*  
PEDU 9220 — *Travel to Learn and Enhance Your Teaching*  
PEDU 9218 — *The History, Art & Culture of Europe*  
PEDU 9223 — *Educational Tours for Teachers*  
PEDU 9224 — *The History, Culture & Art of Italy I*  
PEDU 9215 — *The History, Culture & Art of Italy II*  
PEDU 9216 — *The History, Art & Culture of the British Isles*  
PEDU 9222 — *Travel as a Form of Education*  
PEDU 9217 — *The History, Art & Culture of Spain*  
PEDU 9219 — *The History and Art of America*  
PEDU 9225 — *The History, Art & Culture of France*  
PEDU 9299 — *Educational Travel for Music Teachers*  
PEDU 9070 — *Music Across the Curriculum*  
PEDU 9071 — *Using Music in Teaching the Standards*

(more courses titles available upon request)

## STEP 3:

### Get to know the policies of your school district regarding graduate-level professional growth courses.

Upon receiving your application materials, Courses4Teachers will contact Encore Tours to verify your travel experience. Within two weeks of verification, Courses4Teachers will mail you your grade on university letterhead.

Six to eight weeks after receiving your application materials, you will automatically receive an unofficial transcript from the University of the Pacific Registrar. Along with the unofficial transcript, you will receive a request form for an embossed, sealed, official transcript. For more detailed transcript information, visit the [Courses4Teachers/University of the Pacific website](https://www.courses4teachers.com/university-of-the-pacific).

