

Earn Graduate-Level Credit with **Keys to Literacy** and University of the Pacific – Benerd College



Official university transcript · \$62 per credit · 1–5 semester credits per course · Accepted for salary advancement, lane changes & recertification — verify with your district

1–5 Graduate Credits

\$62 / credit

6-Month Window

Extensions Always Granted

WASC Accredited



Salary Advancement

Many districts count graduate credits toward lane changes and pay increases. Confirm with your Administrators or HR Department.



License Recertification

Graduate-level credits from a WASC-accredited university satisfy recertification requirements in most states.



Official UOP Transcript

Official transcripts from the University of the Pacific are available to order securely through Parchment.

HOW TO REGISTER

1

Visit the registration page teacherfriendly.com/sp/keys-to-literacy/

2

Select your completed Keys to Literacy course

3

Choose 1–5 credits at \$62 each and complete checkout

4

Check email for login instructions — you can start right away

PRICING

1

credit

\$62

2

credits

\$124

3

credits

\$186

4

credits

\$248

5

credits

\$310



University of the Pacific – Benerd College

Credits are issued by the University of the Pacific, a WASC-accredited institution. UOP is a nationally recognized private university with a long history of educator preparation and professional development. Your transcript is official, university-issued, and delivered securely through Parchment.



About These Credits

These are graduate-level semester credits for use towards salary advancement and recertification only and are not applicable towards a degree program. They are widely accepted for salary lane advancement and license recertification, though district and state policies vary.

COURSEWORK OPTIONS — CHOOSE ONE

**Option 1 — Time Log**
+ Certificate of Completion

- Document PD hours completed outside of paid work time
- 15 hours required per credit (up to 75 hrs for 5 credits)
- Each entry includes date, time spent, and a brief activity description
- Activities before registration are eligible — backdating allowed

Title Page

Time Log

KTL Certificate

**Option 2 — Reflection Paper**
+ Certificate of Completion

- Single-spaced paper on your KTL learning and classroom application
- 3 pages for 1 credit, scaling up to 9 pages for 5 credits
- Cover strategies implemented, student population, objectives, and outcomes
- Tied to Common Core or state standards where applicable

Title Page

Reflection Paper

KTL Certificate

Incomplete submissions will be returned with specific feedback — most revisions are minor. Extensions are always granted upon request.

TIME LOG — KEY RULE

⚠ **Paid Time Rule:** All logged hours must occur **outside of compensated work time**. If your district paid you or provided a stipend for KTL training, those hours are not eligible. Eligible activities include reading materials, developing curriculum, creating lesson plans, and implementing KTL strategies in your classroom.

HOW TO SUBMIT

1

Log in at **teacherfriendly.com** and go to the Coursework Submission section

2

Upload your Title Page, Time Log or Reflection Paper, and KTL Certificate — all at once

3

Our team reviews and responds within one week — with feedback if revisions are needed

⚠ **Google Docs users:** Set sharing to **"Anyone with the link can view"** before submitting — restricted links cannot be opened for grading.

KNOW YOUR EMAIL MILESTONES

	Order Confirmation Immediately after checkout	Log in to your Teacher Friendly account to access your course requirements and submit your coursework
	"Course Completed" Email Within days of grading · up to 1 week after submission	Confirms work was graded — grade is not yet officially recorded at UOP. Do not order transcript yet.
	✓ "Grade Posted" Email — order your transcript after this 5–7 business days after course completion	Grade officially recorded at UOP. Parchment ordering instructions included in this email.
⚠ These are two separate emails. Do not order your transcript until you receive "Grade Posted" — not "Course Completed."		

IMPORTANT POLICIES

Refunds

No refunds are issued once tuition payment has been processed at University of the Pacific. Contact us before your payment is processed if you need to cancel.

Degree Applicability

These are professional development credits, not degree-program credits. They do not apply toward a graduate degree.

District Approval

Acceptance for salary advancement or recertification varies by district and state. Confirm approval with your HR department before registering.

Paid Time Rule

All logged hours must occur **outside compensated work time**. Hours covered by district pay or a stipend are not eligible.

FREQUENTLY ASKED QUESTIONS

How many credits can I earn?

You can earn 1–5 graduate-level semester credits per course at \$62 per credit. More credits means more hours logged or a longer reflection paper.

Is the credit fee separate from my KTL training cost?

Yes — the \$62 per credit fee is paid directly to Teacher Friendly for university credit registration and is entirely separate from any fees paid to Keys to Literacy for your training.

Do my KTL training hours count toward the time log?

Only if your district did not compensate you for that time. Hours covered by district pay or a stipend are not eligible. Personal time spent on training may be counted.

How long do I have to complete the coursework?

You have 6 months from your registration date. Extensions are always granted — email us before your deadline and we will give you more time.

When can I register after completing my KTL training?

Any time after completing your training — there is no enrollment deadline. You will need your Certificate of Completion to register and submit coursework.

Can I choose how many credits to earn?

Yes — you can choose 1 to 5 credits at registration, depending on the course selected. Choose based on how many hours you can log or how long a reflection paper you are able to write. You cannot change your credit count after submitting coursework.

What if I already used these activities for credit elsewhere?

Work previously submitted to earn credit at another institution is not eligible. All submitted coursework must be original and completed specifically for this course.

How do I order my transcript?

Unofficial transcripts are complimentary and mailed automatically once your grade is posted. Official transcripts must be ordered through Parchment. Wait for your "Grade Posted" email — it includes ordering instructions and confirms your grade is on record at UOP.

Will these credits count toward salary or recertification?

Many districts accept graduate credits for lane changes and recertification, but policies vary. Confirm with your Administrators or HR Department before registering.

What happens if my coursework is incomplete or needs revisions?

Our grading team will email you specific feedback on what needs to be updated. Most revisions are minor. You will have time to resubmit and your 6-month window continues to apply.

CONTACT & SUPPORT



General Support — Teacher Friendly

Registration · Coursework questions · Extensions · Revision feedback · Transcript status

info@teacherfriendly.com