

# CLASSIFIED

## PROFESSIONAL GROWTH APPLICATION

Use one form to submit all courses/workshops that you have attended. You may also list those you plan to attend before the end of the school year. Use additional forms as necessary. Increment payments begin the July after official verification is received.

COURSES CAN ONLY GO BACK TO JULY 1<sup>ST</sup> OF THE PRIOR YEAR.

➤ APPLICATION DEADLINE: **FEBRUARY 1**

➤ VERIFICATION OF COURSEWORK DEADLINE: **JUNE 30**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Work Site: \_\_\_\_\_

### College Coursework

**Official College Transcripts** verifying completion of coursework must be submitted to Human Resources by June 30 each year. **(Originals ONLY, photocopies are not accepted)**

College Attended	Date Course Completed	Course #	Course Title	# of Units	HR Use Only # of units verified	Approved Y/N
EXAMPLE Hancock	EXAMPLE Fall 99	EXAMPLE Span101	EXAMPLE Elementary Spanish	5	XXXXXXX	XXXX

### Workshops/Inservices

**The ORIGINAL Certificates of Completion** signed by the presenter must be submitted to Human Resources by June 30 each year.

Place	Date Taken	Instructor	Workshop Title	# of Hours	HR Use Only # of hours verified	Approved Y/N
EXAMPLE Souza	EXAMPLE 05/15/00	EXAMPLE Helen Hill	EXAMPLE CPR/First Aid Training	8	XXXXXXXX	XXXX

I hereby request professional growth for the above courses/workshops.

Signature: \_\_\_\_\_

Committee Use Only

DATE REVIEWED: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

White and yellow submitted to Human Resources; Pink retained by employee when application submitted