



**Request for Prior Approval for Undergraduate
Coursework or Non-District Sponsored Workshop**

The purpose of this process is to allow certified staff members to receive credit toward increment credit increases when taking undergraduate level coursework or workshops outside of the District. In order to receive credit, the employee must complete the entire process. This is a joint process between Professional Development and the Human Resources Department. Please note that all items listed below must be adhered to in order for an employee to qualify for prior approval.

Checklist:

- Complete Request for Prior Approval for Undergraduate Coursework or Non-District Sponsored Workshop form.
- Attach descriptive documents from the workshop/course from the sponsor.
- Submit the request to the Executive Director of **Human Resources** and receive approval **prior to the beginning of the course/workshop.**
- Complete the course/workshop and received proof of completion.
- Provide **Professional Development:**
 - ✓ All required fees (the required fees must be paid in order for credit to be considered for Increment Increases. Increment credit fee will be collected with proof of completion. (.5 = \$25, 1.0 = \$50, 1.5 = \$65, 2.0 = \$80, 2.5 = \$95 and 3.0 = \$110)
 - ✓ If fees are paid by the District then the coursework/workshop is ineligible and your request will be denied. A course/workshop is ineligible for D11 increment credit and your request will be denied when D11 funds are used for compensation. (i.e. College registration fee, conference / workshop registration fee, substitute coverage, travel expenses, meals, lodging and per diem).
 - ✓ Completion documentation
 - ✓ Approved Request Form
- Pay all fees associated with the coursework/workshop to **Professional Development within thirty (30) work days.** If payment is not received within thirty (30) days then the course will be denied for increment credit.
- Upon applying for increment credit, supply the Director of Compensation with an official transcript from Professional Development showing the course/workshop listed.

Please initial each box above verifying that you have read and understand this document.

Employee Signature

Employee ID#

Employee Name (Please print)

Date



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Coursework or Non-District Sponsored Workshop**

I hereby request approval to take the following course/workshop for use towards increment credit movement on the teacher salary schedule.

I have attached the descriptive document from the college/workshop sponsor, which outlines the course to be taken during the first or second semester (check one) scheduled to begin: _____, 20__.

College/University or Workshop Sponsor: _____

Course # _____ (If applicable) Course Title: _____

Are there fees (i.e., credit fees, registration/material fees) associated with this course? Yes No

If so, were district funds used to pay for those fees? Yes No
(If District paid, then the coursework/workshop is ineligible and request will be denied)

Is this course part of a degree program: Yes No If so, what degree? _____

Is this course to become highly qualified in the area you teach? Yes No
(Must have CDE initial or Professional License to qualify)

Total Credit Hours: _____ Semester Hours: _____ or Quarter Hours: _____

Course/workshop must be at least 7.5 contact hours to meet the time requirement for .5 credits.

I acknowledge that all steps regarding this process need to be approved and completed as well as all fees need to be paid to the Professional Development Department before I can receive an increment credit increase. I also acknowledge that the course/workshop needs to be approved prior to enrollment.

Employee Signature

Employee ID#

Employee Name (Please print)

Date

Course approval does not constitute credit granted without proper documentation of clock or semester hours. It is the responsibility of the participant to pay applicable credit fees (D11, college, etc.) to receive official transcripts to be used for increment credit.

Steps Required: Course/workshop approval by HR, Course/workshop completion, Completion documents taken to Professional Development, Official District 11 transcripts submitted to HR at time of incremental credit increase

Official Use Only

Approved for Increment Credit

Disapproved for Increment Credit

Executive Director of Human Resources

Date