

APPLICATION FOR IN-SERVICE CREDIT (NON-LOCALLY SPONSORED)

(Printed copies to be submitted in duplicate to the Human Resources Office at least 15 days in advance. Please refer to Article XXX, Comprehensive Group Contract, Pgs. 34-36). The applicant is responsible for furnishing pertinent information upon which a decision will be made by the In-service Committee.

DATE _____

Name

Assignment

School

Present Training Level (BA, BA+15, BA+30)

Name of Workshop, Seminar, etc. (INCLUDE ANNOUNCEMENT OR BROCHURE)

Sponsoring Agency _____

Date (s) of Session (s) _____ Time of Session(s) _____

Total Number of Clock Hours of Workshop _____

How will this activity increase your ability to improve student learning? This section must be completed.

(if needed, use back of page to continue)

Number of In-service Credits _____
(Maximum of 3)

Signature

Central Office Supervisor/Building Supervisor

Human Resources Officer

ACTION TAKEN:

Reviewed and Approved _____ Disapproved _____

_____ In-service Credit to be granted upon satisfactory completion and applied to _____ of Salary Schedule.

Name

Date

A maximum of 15 hours In-service Credit may be applied to any column of the salary schedule.

Evidence of satisfactory completion of the Workshop must be supplied by the Sponsoring Agency.

FORMS WILL BE RETURNED UNAPPROVED FOR FAILURE COMPLY WITH THE 15 DAY ADVANCE NOTICE REQUIREMENT