

CERTIFICATED PRIOR APPROVAL FORM
REQUEST FOR UNIT CREDIT FOR SALARY RANGE ADVANCEMENT

****PLEASE COMPLETE AND SUBMIT ONE FORM PER COURSE TAKEN****

Name:	Employee ID #: (IF KNOWN)
Position Title:	Location:

University/College offering course: _____

Course #: _____ Course Name: _____

Number of units: _____ Semester Quarter Continuing Education Units

Beginning date: _____ 20_____ Ending date: _____ 20_____

*** Did the above units grant you a new advanced degree (e.g., Masters, PhD)?** Yes No

OR

Workshop Title: _____

Workshop Offered by: _____ #of Workshop Hours _____

Department/Institution/Location

MANDATORY QUESTIONS TO BE ANSWERED BY THE EMPLOYEE
 If you answer yes to any of the questions below, please attach an explanation of costs.

	Yes	No
Was this course/workshop/training during a work day?		
Did you submit a time sheet for this course/workshop/training?		
Did you submit an expense claim form for this course/workshop/training?		
Has the District paid ANY costs related to this course/workshop/training? (i.e., substitute, registration fees, release time, etc.)		

Employee Signature:	Date:
Site Administrator Signature:	Date:

Action of Approving Administrator: Approved Not Approved

Comments: _____

Assistant Superintendent, Human Resources _____ Date _____

Prior approval constitutes only preliminary approval based on information supplied by the applicant. Final approval may be granted or not granted once course is completed and transcripts received.

It is the employee's responsibility to see that necessary conditions for course approval are met as defined in the NUSD/NFT Contract, Article 16.5 Class Advancement. Unit credit for salary advancement will *not* be allowed for courses taken at District expense or on District time, such as when a substitute has been provided so you can attend or the District has paid for the trainer. Also, unit credit will *not* be granted for repeat courses. Unit credit may be granted for more than four (4) units of lower division courses, if approved and meet district criteria.

Final approval cannot be given until an Official Transcript has been received showing the actual course number, description, units and grade/completion verified. All must be received no later than 60 days after due date of October 1st each year.

REQ for PRIOR APPROVAL RECEIVED: _____ TRANSCRIPT RECEIVED: _____