



College Courses/CEU Credit for Salary Schedule Approval Form

Criteria for requesting approval of College Course work and CEU Credit:

- Per SCEA Contract Article 6.2.7, college units to be applied for credit on the salary schedule shall have prior written approval by the department head.
- All college units to be taken for salary reclassification are limited to those units approved as being of distinct benefit to this office, as well as to the individual.
- Employee must be in non-paid status

I plan to enroll in the following course(s)/workshop(s) and request approval for the following:

Course/Workshop Title: _____

Dates of Course(s): _____

College/University/Agency: _____

No. of Hours: _____

Reason for taking the course: _____

Present Assignment: _____ School: _____

Unit Member's Name (Please Print): _____

Unit Member's Signature: _____ Date: _____

After completion of the above course(s), the Unit Member must submit official transcript or other acceptable documentation with the fully executed * Approval Form.

Forward all required documents to the Human Resources Department to be processed.

Department Head's Approval: _____ Date: _____

Superintendent/Designee Approval: _____ Date: _____