

**SOLANO COUNTY OFFICE OF EDUCATION
CSEA PROFESSIONAL GROWTH APPROVAL FORM**

The purpose of professional growth is to encourage all classified employees to participate actively in job-related study and activities designed to improve service to the Solano County Office of Education, and to promote professional and educational growth of the employee. See CSEA Contract Article 10.

Form must be completed and sent to the [Human Resources Department](#) at least five (5) working days prior to the start of course/activity. Must attach form with the description of course/activity.

Employee's Name _____ Date _____

Current Position _____ Work Site _____

For HR use only

Start Date	End Date	Course/Activity Title	College/University Program	# Units/ Hours	Units: Sem/Qt/Hrs	Hours Earned	Credits given

I acknowledge that this professional growth activity meets the following requirements:

- It does not occur during my regular work hours, or I have requested an appropriate leave to attend.
- I will not be reimbursed by SCOE for any expenses for this course/activity.
- I am submitting this form at least 5 business days before the start of the course/activity.
- I must obtain a grade of "C" or better unless the course is a non-graded class or workshop in order to earn credit towards my professional growth.
- Within one year of completion of coursework, I must forward all report cards, transcripts, or other acceptable certification of completed units, along with a copy of the approved CSEA Professional Growth Plan Approval Form to the Human Resources Department

Signature: _____

Date: _____

**Must attach form with the description of course/activity.
Once this form is approved or denied a copy will be sent to you.
You have a right to appeal a denial.**

For Human Resources/Professional Growth Committee

Date documents received: _____

Course 1 Approved Denied **Course 2** Approved Denied **Course 3** Approved Denied

Reason for Denial: _____

Committee Member Signature

Date

Committee Member Signature

Date