

**APPLICATION FOR APPROVAL OF COURSES FOR SALARY SCHEDULE PLACEMENT  
 CERTIFICATED PERSONNEL**

All approved course verification must be received by October 1 of each year in order to be considered for that school year. All allowable units, credits, and degrees for salary schedule purposes, must have been earned at an accredited institution(s). Any courses allowable for salary schedule placement taken by a certificated employee must have **PRIOR** approval of the program director and administrator, and must be received in Human Resources **prior to the end of the course**. This request is valid only for the specific courses and academic session as stated. Content in the approved courses cannot duplicate work previously or currently taken.

The following steps must be completed:

1. Course approval in advance of course
2. Verification of completion of course (transcripts)

Institution	Course No.	Course Title	Semester/ Quarter/ CEU <i>please circle</i>	Academic Session	Academic Year	<b>For Office Use Only</b> Completed Y/N Date

My reasons for taking these particular courses are:

Requested by \_\_\_\_\_ Name \_\_\_\_\_ ID # \_\_\_\_\_

\_\_\_\_\_ Position Title \_\_\_\_\_ Program \_\_\_\_\_ Date \_\_\_\_\_

Approval required prior to course date.

\_\_\_\_\_ Program Director \_\_\_\_\_ Date \_\_\_\_\_ Division Administrator \_\_\_\_\_ Date \_\_\_\_\_

Approved     Disapproved    Reason: \_\_\_\_\_

\_\_\_\_\_ Human Resources Administrator \_\_\_\_\_ Date \_\_\_\_\_