SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
LEADERSHIP • COMMUNITY • SERVICE

PROFESSIONAL GROWTH PRE-APPROVAL FORM

EMPLOYEE: _____ **Date:** _____

Current Position: _____ **Hire Date:** _____

Semester for this Pre-Approval: _____ **Institution Name:** _____

Course: _____ (Units/Hours) _____ ☐ Online ☐ On Campus ☐ Waitlisted

Course: _____ (Units/Hours) _____ ☐ Online ☐ On Campus ☐ Waitlisted

Course: _____ (Units/Hours) _____ ☐ Online ☐ On Campus ☐ Waitlisted

Course: _____ (Units/Hours) _____ ☐ Online ☐ On Campus ☐ Waitlisted

Course of study, if applicable; i.e., AA/BS-BA: _____

☐ I have a current Professional Growth Plan on file that aligns with these courses.

☐ Degree requirements from institution are attached, if applicable.

☐ If this is a workshop, attach information regarding content and hours for attending this course.

Check at **least one** box below, as applicable:

☐ It is relevant to my current position or one for which I am training at SLOCOE.

☐ It is designed to improve service to SLOCOE and further my personal development for my current position.

☐ It is required for a degree program appropriate to service at SLOCOE.

☐ It goes toward a requirement that must be obtained for current employment.

In applying for Professional Growth, I understand that in order to qualify, course(s) must not occur during my regular work hours. I must earn a grade of "C" or better when a letter grade is given, or a "Pass" if the course is Pass/Fail. I understand that CEUs from different institutions may convert differently. All credit received will be awarded in accordance with Article 3.19.9 (Professional Growth Increment) of the Collective Bargaining Agreement between SLOCOE and CSEA San Luis Obispo COE Chapter 444.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

For Human Resources/ Professional Growth Committee

Date documents received: _____ **Date returned to employee:** _____ **Verified By:** _____

Pre-Approval Form: ☐ **Approved** ☐ **Denied** ☐ **Returned for Further Information Request**

Units/Hours Pre-Approved	**Professional Growth Committee Member – CSEA Member**	**Date**
	Human Resources – Management	**Date**