

## Record <u>**POINTS/UNITS**</u> on the front page and <u>**HOURS**</u> on the back page.

Employee Name: _		Date:
	(Please print)	
Title:		Increment Requested: 1 2 3 4 5 6 7 8 (circle one)
Department:		Due: April <b>or</b> October (circle one)

**NOTE:** Employee must attach to this form: Verification of Attendance form(s) / transcripts; Certificates of Completion, copies of class or seminar agendas, etc. All pages must be labeled with an exhibit letter. <u>Incomplete application packets will be returned to the employee</u>. The Professional Growth Review Committee can only consider complete packets.

## Please print clearly in ink (DO NOT use pencil).

To Be Completed by Employee - Record UNITS on this side only. (1 Credit Unit = 1 Point)						
			Verification	Exhibit	Verified	
Date	Class / Activity	# of points	(transcript, certificate, letter, card)	Letter *	by HR	

Total # of units/points:

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\* Exhibit Letter - Supporting documentation must include an exhibit letter ie "A"

	For Human Resources use ONLY:	
(One SEMESTER unit equals one	Points carried over from previous increment application:	
increment point. One QUARTER	Points carried over from UNITS of this application:	
unit equals 2/3 increment point)	Points carried over from HOURS of this application:	
	Total points approved:	
	If points are > 12, the next increment is granted.	
	Increment(s) granted:	
	Points to be carried over to next application:	
This request has been evaluated by:		
Name:	Date:	B-1
Name:	Date:	July 2013

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			Verification	Exhibit	Verified
Date	Class / Activity	# of Hours	(transcript, certificate, letter, card)	Letter *	by HR
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## \* Exhibit Letter - Supporting documentation must include an exhibit letter ie- "A"

District Orientation = 1 point - one time only

CPR Certificate = 1 point

CPR re-certification is based upon total number of hours of instruction.

Credit courses MUST be taken at an accredited college, community college or recognized trade school. An official transcript must verify college credit coursework. An unofficial transcript is acceptable for SBCC courses.

A maximum of two (2) PE credits will be approved.

One SEMESTER unit equals one increment point. One QUARTER unit is equal to 2/3 increment point. (E.g. 3 quarter units =  $3 \times 2 / 3 = 2$  points)

Work experience (290) courses DO NOT count for professional growth.

Unless otherwise verified, eight (8) hours is the maximum number of hours per day that will be approved.

Courses may not be repeated for professional growth credit unless permission is obtained in advance. This does not apply to CPR re-certification courses for which credit will be given.