

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

APPLICATION FOR CLASSIFIED PROFESSIONAL GROWTH

Please fill in all appropriate blanks

Instructions to Employee - Please type or print:

1. Completely fill in Section A. Only one course/workshop per application please. Keep a copy of all documents for your records.
2. Send original application with course/workshop description and proof of registration to CSEA Professional Growth Committee (HR).
3. As soon as you receive your transcript, grade card, or certificate of completion, send a copy to CSEA PGC (HR) to get credit.
4. All materials must be received no later than 5/31 each year to qualify for the current year's Growth Award.

PLEASE REMEMBER TO KEEP A COPY OF EVERYTHING YOU SUBMIT TO THE COMMITTEE.

A.

Name _____ Work site _____

Your job title _____

Name of college or organization _____

Course/Workshop Title	Beginning Date	Ending Date	Course #	Units	Total Hours
_____	____/____/____	____/____/____	____	____	____

Did the District pay for any portion of this activity? No Yes If "Yes", what % paid by District? _____

Did you attend this activity during scheduled work hours? No Yes If "Yes", does not qualify for credit.

Employee Signature: _____ Date: _____

B.

ACCEPTANCE OF COURSE FOR PROFESSIONAL GROWTH

The above activity is approved for _____ points toward this employee's _____ Growth Award.
(year)

Disqualified: Comments: _____

Assistant Superintendent/Designee: _____ Date: _____

Professional Growth Committee: _____ Date: _____

C.

VERIFICATION OF COURSEWORK COMPLETED

GRADE: _____

Upon review of the submitted proof of completion, this activity is approved for _____ points toward the _____ Growth Award.
(year)

Disqualified: Comments: _____

Assistant Superintendent/Designee: _____ Date: _____

Professional Growth Committee: _____ Date: _____