

## Professional Growth Activities for Salary Advancement

### Prior Approval Required

Name: \_\_\_\_\_ School/Site: \_\_\_\_\_  
 (please print)

**All Professional Growth activities must be taken outside of the regular workday and be paid for by the applicant in order to receive credit.**

**Coursework (Must be Upper Division):**

College/University	Course Number	Course Title/Description	Credit (Qtr/Sem)	Date of Completion	Transcript Received

**Seminars, Workshops, Conferences, Fellowships, etc.:**

**Fifteen hours is equivalent to one (1) semester hour of credit with prior approval of the Principal and Director of Human Resources**

Title/Description	Location	Total Hours	Semester Units Allowed	Date of Completion	Record Received

**Instructions to Certificated Unit Member:**

- Review planned coursework/workshops, etc., with Principal (candidate’s most recent evaluation must be “satisfactory” for Principal’s approval).
- Obtain Principal’s signature and make 1 copy.
- Forward original with Principal’s signature to Director of Human Resources
- Keep one copy for personal files.
- Upon completion of coursework, send all transcripts/records of completion to Certificated Personnel Technician, MBUSD Personnel Office.

\_\_\_\_\_  
**Unit member**

\_\_\_\_\_  
**Executive Director of Educational Services**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Administrator, Human Resources**