

## PROFESSIONAL GROWTH CREDIT PROPOSAL

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

Degree Level \_\_\_\_\_ Grade/Assignment \_\_\_\_\_

Type of Professional Growth Credit Being Applied For: (Please Check One)

( ) College Credit – Undergraduate Course ( ) College Credit – Graduate Course

Equivalent Credit – ( ) Workshop ( ) Travel Activity ( ) In-Service Activity

Description: (Please be as specific as possible)

Units of Credit Proposed to Receive For Salary Schedule Credit \_\_\_\_\_

Credits for Workshops, Travel or In-Service Activities will be determined as follows:

---at least 4 clock hours of classroom work =  $\frac{1}{4}$  semester hour

---at least 8 clock hours of classroom work =  $\frac{1}{2}$  semester hour

---at least 12 clock hours of classroom work =  $\frac{3}{4}$  semester hour

---at least 16 clock hours of classroom work = 1 semester hour

Clock Hours accumulated during school time (workshops/meetings not part of their regular assignment for which a teacher has been granted release time) will accumulate at the same rate as those accumulated in the summer, on Saturdays, or after school hours; but no more than (1) semester hour (16 clock hours) may be earned in this way during any one school year. The minimum number of clock hours which may be submitted as credit for a workshop activity is four (4).

**Credit will not be given for any activity prior to the current school year.**

On the **reverse** side of this form explain how this course, workshop, travel or in-service activity is directly related to your current teaching assignment.

Teacher's Signature \_\_\_\_\_

Principal/Director's Signature \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Approval Date: \_\_\_\_\_

Note: This form will be signed and returned to you when approved. In order to be recorded for salary schedule growth, you must provide the Central Office with appropriate documentation upon completion of the class, workshop, etc. (Certificate, sign in sheet, grade sheet). Please attach this form (or copy) to that documentation.