



**APPLICATION FOR CLASSIFIED PROFESSIONAL GROWTH CREDIT**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Position and Work Site

\_\_\_\_\_  
Date Received in Personnel Services

I hereby request approval of the following course(s) for credit toward my Professional Growth increment. I understand that in order to have the courses considered for approval; the courses need to have been taken after my hire date and are scheduled during non-duty hours. Attach your course schedule indicating the days and times the classes were to be taken or have been taken.

Section/Course Number	Start Date	Course Title and/or Description	College or School	Number of Units (quarter or semester)
<i>Example: SCI20</i>	<i>05/04/99</i>	<i>Science I (Intro to Biology)</i>	<i>CSUSB</i>	<i>4 semester units</i>

If a line appears through any course you have submitted, the course is not approved for Professional Growth.

\_\_\_\_\_  
Reviewer's initials

**COURSES NOT APPROVED**

Under the terms of the current Classified contract, you may file an appeal on any course denial. The appeal must be filed within 10 calendar days after the employee receives notice of the denial, in the Personnel Services Office. The appeal should set forth the reasons for disagreeing with the denial. It would be appropriate to review the contract language in Article XXIII prior to writing your appeal.

**An appeal form is enclosed for your convenience.**

\_\_\_\_\_  
Reviewer's initials

**COURSES APPROVED**

When the approved courses are completed, it is your responsibility to submit an **official transcript** to the Personnel Services Office. "Kiosk" and/or internet printouts are not considered to be valid forms of grade reporting, for professional growth purposes. Under the terms of the current Classified contract, you will be eligible to receive each professional growth increment upon completion of 12 semester units. Please refer to Article XXIII of the contract to further information pertinent to professional growth.