

**St. Vrain Valley School District  
Prior Approval for Professional Growth Credit  
Classified Employees**

Name \_\_\_\_\_ Position \_\_\_\_\_

Location \_\_\_\_\_

**You are responsible for collecting and maintaining records of course completion. This form should be filled out and submitted with the Summary Sheet when you have a total of fifty (50) contact hours.**

I am requesting to receive approval to use the following class/workshop for professional growth credit. You must use one form for each class you are requesting approval.

<b>Title of Class/Workshop</b>	<b>Location</b>	<b>Clock Hours of Class</b>	<b>Date</b>
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Description of the class/workshop. (Attach a flyer if available and comments regarding how this training will be helpful in your current work assignment or future work assignment.)

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I understand that:

1. To be eligible to receive the professional growth salary credit, only those classes, seminars or training programs which are directly related to the employee's assignment and classes providing training and knowledge to prepare employees to advance from their present position will be recognized. The determination as to whether the class, seminar or training program is directly related shall be made by the employee's immediate supervisor.
2. The professional growth **ongoing** salary credit for the fifty (50) clock hours shall be \$50/month for twelve (12) month employees and \$60/month for ten (10) month employees. An employee may apply and receive additional professional salary credit once each year.
3. This form, documentation of completion (certificate or transcript), must be submitted with the Summary Sheet, by Oct. 15 / Feb. 15, to the Department of Human Resources.

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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_