

**CERTIFICATED PRIOR APPROVAL FORM**  
**REQUEST FOR UNIT CREDIT FOR SALARY RANGE ADVANCEMENT**

**\*\*PLEASE COMPLETE AND SUBMIT ONE FORM PER COURSE TAKEN\*\***

Name:	Employee ID #: <b>(IF KNOWN)</b>
Position Title:	Location:

University/College offering course: \_\_\_\_\_

Course #: \_\_\_\_\_ Course Name: \_\_\_\_\_

Number of units: \_\_\_\_\_  Semester  Quarter  Continuing Education Units

Beginning date: \_\_\_\_\_ 20\_\_\_\_\_ Ending date: \_\_\_\_\_ 20\_\_\_\_\_

**\* Did the above units grant you a new advanced degree (e.g., Masters, PhD)?**      Yes      No

OR

Workshop Title: \_\_\_\_\_

Workshop Offered by: \_\_\_\_\_ #of Workshop Hours \_\_\_\_\_  
 Department/Institution/Location

**MANDATORY QUESTIONS TO BE ANSWERED BY THE EMPLOYEE**  
 If you answer yes to any of the questions below, please attach an explanation of costs.

	Yes	No
Was this course/workshop/training during a work day?		
Did you submit a time sheet for this course/workshop/training?		
Did you submit an expense claim form for this course/workshop/training?		
Has the District paid <b>ANY</b> costs related to this course/workshop/training? (i.e., substitute, registration fees, release time, etc.)		

Employee Signature:	Date:
Site Administrator Signature:	Date:

Action of Approving Administrator:  Approved     Not Approved

Comments: \_\_\_\_\_

Assistant Superintendent, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

*Prior approval constitutes only preliminary approval based on information supplied by the applicant. Final approval may be granted or not granted once course is completed and transcripts received.*

It is the employee's responsibility to see that necessary conditions for course approval are met as defined in the NUSD/NFT Contract, Article 16.5 Class Advancement. Unit credit for salary advancement will *not* be allowed for courses taken at District expense or on District time, such as when a substitute has been provided so you can attend or the District has paid for the trainer. Also, unit credit will *not* be granted for repeat courses. Unit credit may be granted for more than four (4) units of lower division courses, if approved and meet district criteria.

*Final approval cannot be given until an Official Transcript has been received showing the actual course number, description, units and grade/completion verified. All must be received no later than 60 days after due date of October 1<sup>st</sup> each year.*

REQ for PRIOR APPROVAL RECEIVED: \_\_\_\_\_ TRANSCRIPT RECEIVED: \_\_\_\_\_