

**NON-COLLEGE COURSE PRE-APPROVAL FORM**

For courses sponsored by outside agencies

(For salary lane change: Submission/approval PRIOR to taking the course preferred)

**SUBMIT THIS FORM TO: HUMAN RESOURCES DEPARTMENT**

Date \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

Your teaching assignment \_\_\_\_\_

Education level to which credits are to be applied \_\_\_\_\_

Course title \_\_\_\_\_ Total number of hours \_\_\_\_\_

Course number \_\_\_\_\_ University/College/Other \_\_\_\_\_

Location \_\_\_\_\_ Dates course offered \_\_\_\_\_

Description of course \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of how the course relates to your teaching assignment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved  Not Approved  Number of Credits Approved \_\_\_\_\_

Date approved \_\_\_\_\_ Approved by \_\_\_\_\_

*Refer to Article VIII Basic Compensation (Sections 4-7) of Teachers' Contract.*

Form revised: 1/01

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This certificate verifies that the professional staff member named above has completed the course indicated. The evaluation of the staff member's performance is indicated below:

EVALUATION: SATISFACTORY  UNSATISFACTORY

Number of hours in attendance: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

(Have above completed or attach certificate of participation to approved form.)