

TEHAMA COUNTY DEPARTMENT OF EDUCATION

REQUEST FOR UNIT APPROVAL-CERTIFICATED

NAME/POSITION (please print): _____

Unit(s) to be taken (only one class, conference, workshop, etc. per form):

AGENCY, COLLEGE, OR UNIVERSITY	COURSE NUMBER	TITLE	UNITS		ANTICIPATED DATE OF COMPLETION (month & year)
			SEM.	QTR./HRS.	

Please briefly summarize the relationship of the above to your position:

Total number of semester units taken to date this school year including this course: _____

Will these units move you on the salary schedule? Yes No

This credit will be for the _____ – _____ school year.

Will the Department, in any way, pay for any of the costs required to acquire the units approved? Yes No

If "yes," please explain:

IMMEDIATE SUPERVISOR

PERSONNEL

Approved Not Approved _____
DATE

Received: _____
DATE

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INSTRUCTIONS

1. Prior to taking classes, workshops, conferences, etc., employee shall complete a Request for Unit Approval form and submit it to their supervisor for approval.
2. Please be aware, Request for Unit Approval form will be returned if incomplete for correction or additional information.
3. Any unit credits earned under any of the following circumstances may not be used for advancement purposes:
 - a. Credits earned during regular school hours, when the Department provides a substitute without a salary deduction, and/or
 - b. Credits earned when the Department provides reimbursement for any part of the employee's expenses in connection with the earning of unit credit.
4. Upon approval, the Request for Unit Approval form will be submitted to the HRS Department to hold until completion.
5. Upon completion of units, employee must submit verification of completion to the HRS Department. Verification of units must be on file prior to August 15 for advancement in the current year.
6. Employee will be notified of any payroll changes.

For specific guidelines, more information, or clarification, please refer to your unit contract or the applicable board policy.