



Professional Improvement Plan Preapproval Application

Sacramento Agreement Article 12.4.3.1 - 12.4.3.10

(Submit to Human Resource Services)

APPROVAL

Refer to Bulletin: "Salary Advancement of Certificated Personnel Through Professional Development."

Name: (Last, First)	Date:
School:	Position/Title:
Grade and/or Subjects Taught:	
Expected Date of Completion:	

Criteria: Any course or professional development activity under the Professional Improvement Plan must include at least one of the following criteria: (CHECK [✓] ALL THAT APPLY)

- | | |
|--|---|
| <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | Addressing district goals and objectives.
Continued training in one's major or minor reasonably related to the teacher's current or prospective teaching assignment.
Course work which will facilitate the use of the latest technology or philosophy within the teacher's major or minor or current or prospective teaching assignment.
Improving the teacher's competency in managing and in instructing in the classroom.
Increasing the teacher's knowledge, competence, performance, or effectiveness as a professional.
Planning, analyzing, interpreting, demonstrating, disseminating or evaluating the area of study or innovation as a part of a directed course of study in his or her major, minor, or current or prospective teaching assignment. |
|--|---|

Semester Units	Features	Instructions
	1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach details, i.e., purpose of committee work, participants, time involved, duration, values to be gained.
	2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach outline of details of your plan, and indicate how such courses will contribute to your professional improvement.
	3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach outline of details of your plan and comments of the Accountability Office. (A copy of the completed report will be required.)
	4. Professional organization work (allowance--one unit per 32 hours of time and effort expended; approval cannot be granted more than one year in advance of work planned).	Attach outline of details of work planned, i.e., office to be held, length of term, time involved, etc.
	5. Visitations or observation (allowance--one unit per 40 hours spent; hours may be accumulated).	Attach details, i.e., time, place, duration, values to be gained.
	6. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach details, i.e., name of conference, purpose, time, place, duration, values to be gained.
	7. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach details, i.e., purpose of workshop, participants, time, place, number of hours, values to be gained. If district-sponsored, attach flyer.
	8. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).	Attach details, i.e., nature and intended use of materials, plan of development, estimated time involved.
	9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).	Attach statement of purpose, objectives, estimate of educational relevance, itinerary (including dates of departure and return, areas to be visited, etc.).
	10. Private study (allowance--one unit per 32 hours of time expended).	Attach details of work to be undertaken, name and qualifications of instructor, and indicate how the work will contribute to your professional improvement.

Principal's/Administrator's Comments: Although the principal's/administrator's approval of the request is not required, he/she must sign this form. The principal/administrator may make comments regarding the appropriateness of the request. Principal will return the form to the applicant for processing.

Signature of Principal/Administrator

Date

Signature of Applicant

Date

Comments:

Action by Administrator, Human Resource Services or Designee

<input type="checkbox"/>	Plan approved as presented.
<input type="checkbox"/>	Plan will be approved if modified as indicated below.
<input type="checkbox"/>	Plan disapproved for the following reasons:

Authorized Signature

Date

Distribution: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.