



Human Resource Services
Professional Improvement Plan
Preapproval Application-New Column Program

Sacramento Agreement Article 12.2.1.5.2

APPROVAL

(Submit to Human Resource Services)

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

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

Criteria: Any course or professional development activity under the New Column (1997) Professional Improvement Plan must include at least one of the following criteria: (CHECK [✓] ALL THAT APPLY)

<input type="checkbox"/> ELL: CLAD, LDS, BCLAD, 1969 (Grandfather one unit) <input type="checkbox"/> Literacy Program <input type="checkbox"/> District Classes <input type="checkbox"/> Technology <input type="checkbox"/> Math	<input type="checkbox"/> Science <input type="checkbox"/> District Needs <input type="checkbox"/> Major Field/Current Assignment (Sec.) <input type="checkbox"/> Ancillary Services
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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. 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.
	5. 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.
	6. 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.

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.