



# CLASSIFIED PERSONNEL COURSEWORK PRIOR APPROVAL FORM

PLEASE SEND TO: CURRICULUM/PROFESSIONAL LEARNING OFFICE

- \* This form must be submitted AND approved **20 WORKING DAYS BEFORE** coursework begins.
- \* Credit will be granted for attendance during **NON-CONTRACT** time only.
- \* Do **NOT** submit a Prior Approval form if the course is listed on the Curriculum/Professional Learning Web Site
- \* Complete one (1) form per course.
- \* See reverse for instructions and approval criteria.

If you wish to have the Prior Approval returned to you at home,  
please send a self-addressed stamped envelope with your Prior Approval.

(Check one)  
College/University Course \_\_\_\_\_  
Non-District-Sponsored Inservice \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Identification Number (EIN): \_\_\_\_\_ School/Site: \_\_\_\_\_  
 Your Regular Work Hours: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_  
 School Year: Traditional \_\_\_\_\_ Modified Traditional \_\_\_\_\_ Year Round \_\_\_\_\_, indicate Track (A,B,C,D) \_\_\_\_\_ Cross Track \_\_\_\_\_\*\*  
**\*\*(Please submit copy of Cross-Track Calendar w/signature approval from Principal/Supervisor)**

For Courses **NOT** on the EGUSD Professional Learning Website  
 Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_  
 College/University or Organization Name: \_\_\_\_\_  
 Number of Units: \_\_\_\_\_ [Semester \_\_\_\_\_ /Quarter Units \_\_\_\_\_] **OR** Number of Clock Hours: \_\_\_\_\_  
 Date Course Begins: \_\_\_\_\_ Date Course Ends: \_\_\_\_\_ Course Class Hours: From \_\_\_\_\_ To \_\_\_\_\_  
**OR**  Online/Self-Paced Course  
 How many of these hours will be covered by vacation time? \_\_\_\_\_  
 How many of these hours will be covered by compensatory time off (CTO)? \_\_\_\_\_  
 If vacation or CTO is being used to cover work hours, **Supervisor/Principal must verify that vacation or CTO is available AND authorized.**  
 (Monthly absence report must still be completed).  
**Vacation/CTO/approval - Supervisor/Principal SIGNATURE:** → → → \_\_\_\_\_  
 \_\_\_\_\_  
 Employee SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_ Workshop Approval: Administrator SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**ATTACH COURSE DESCRIPTION, BROCHURE OR OTHER INFORMATION, and**  
 Describe how class will enhance your District assignment (be specific):  
 \_\_\_\_\_  
 If you are obtaining a higher degree (GED, AA, BA), please list degree you are pursuing:  
 Degree: \_\_\_\_\_ Institution: \_\_\_\_\_

**Inservice Verification**  
 If the inservice/course was NOT a college or university course for which a grade card or transcript was issued, **EITHER:**  
 1. Have the instructor sign this form, date it, and indicate the number of hours completed, **OR**  
 2. Attach a copy of your registration form or receipt and an agenda, syllabus or certificate.  
 \_\_\_\_\_  
 Instructor's SIGNATURE \_\_\_\_\_ Number of Hours/Units \_\_\_\_\_ Date \_\_\_\_\_

Once approved and signed, this form will be returned to you. Upon completion of coursework, **submit this Prior Approval Form AND proof of completion TOGETHER to Human Resources.** Keep copies for your records.

FOR OFFICE USE ONLY: EGUSD Approved Course Number \_\_\_\_\_ Institution Number: \_\_\_\_\_  
 SIGNATURE, Director, Professional Learning \_\_\_\_\_ Date \_\_\_\_\_ District Goal/Curriculum Area \_\_\_\_\_

## Instructions for Using this Form

1. If the course you want to take **IS ON THE EGUSD CURRICULUM/PROFESSIONAL LEARNING WEB SITE**, you do **NOT** need to complete a Prior Approval form. **Please complete a Prior Approval Form for any class sponsored by Adult Education.**
2. If the course you want to take **IS NOT ON THE EGUSD CURRICULUM/PROFESSIONAL LEARNING WEB SITE**, you **DO** need to complete a Prior Approval form and attach adequate documentation about the course to support your request.
3. Submit the Prior Approval form to the Curriculum/Professional Learning Office, **ALLOWING AT LEAST 20 WORKING DAYS PRIOR TO THE COURSE START DATE FOR THE APPROVAL PROCESS.** (Course approval process starts on the date received by Curriculum/Professional Learning Office.)
4. Upon approval, the Prior Approval Form will be signed by Curriculum/Professional Learning and returned to **you** to hold until course is completed.
5. Upon completion of coursework, submit the original copy of the Prior Approval Form **AND** proof of completion **TOGETHER to Human Resources.** (Keep copies for your records.)

### **VERIFICATION OF COMPLETION**

For courses on the Curriculum/Professional Learning Web Site:

- a) Register for the course online via the Electronic Register Online (ERO). The ERO homepage can be accessed from the EGUSD website at <http://www.egusd.net> as follows:  
Under "Quick Links – A to Z" (located at the top of the page) choose "Professional Learning Opportunities."  
Once you are on the "Professional Learning Opportunities" page, click on the ERO link.  
On the ERO home page you will be asked to enter your district ID (example [jdoe@egusd.net](mailto:jdoe@egusd.net)) and password.  
After you have successfully logged into ERO, click on "Course Catalog" to search for a course by SRN code, date or course title.
- b) At the workshop, **SIGN** the Inservice Attendance Report.

For college/university courses:

- a) Submit the official transcript or original grade card to Human Resources together with the original copy of your Coursework Prior Approval Form. (Keep copies for your records)

For non-District sponsored inservices and college/university courses without college/university credit:

- a) See front of the Coursework Prior Approval Form under Inservice Verification.

### **APPROVAL CRITERIA**

1. Inservice credit will be granted only if course/inservice is approved by the Director, Professional Learning.
2. This form must be submitted and approved **BEFORE** coursework begins.
3. Credit will be allowed for course/inservice work even if the District pays for any part of the employee's expenses.
4. Credit cannot be earned during normally scheduled work hours unless you are using vacation time or compensatory-time-off (CTO) approved by your Supervisor.
5. Course or inservice cannot duplicate a course taken previously. (Course or inservice may be taken for credit one (1) time. Duplications of coursework and inservices will not count for advancement.)
6. Course participation must be verified by Human Resources (i.e. transcripts and inservices sign-in sheets etc.)
7. **Course relates directly to your District assignment or is needed to attain a GED, AA or BA degree.**

**PLEASE NOTE:** All documents to support your prior approval and attendance **MUST** be received in Human Resources by **October 1st** of the school year in which the change is made. Classified Personnel earn in-service hours to move to the next training class increment as follows: AFSCME and ATU employees require eight (8) semester units or 120 in-service hours; CSEA employees require six (6) semester units or 90 in-service hours; Mental Health Therapist (MHT) and Behavior Support Specialist (BSS) require fifteen (15) semester units or 225 in-service hours.