# Request for Approval of Course(s) for In-service Credit

▲Name _____ ▲ Date _____

▲ Current Assignment _____ ▲ Location _____

I hereby request prior approval, for salary purposes, the following in-service course(s):

| Course Title | Sponsoring Agency or Institution | Clock Hours |
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**Criteria for approval of in-service credit for salary purposes:**

An in-service course will carry credit for salary purposes if:

a) The course and admission to it is approved by the Executive Officer. A timely request for participation in an in-service program and its subsequent approval or denial shall be completed as soon as possible.

b) The course is completed to the instructor's satisfaction.

c) Proof of satisfactory completion of the in-service course is sent to the Executive Officer by the employee.

d) OCM BOCES has not paid for the course.

e) The course has been taken outside of the employee's workday.

f) The course has been taken during the employee's workday and the employee paid for the course.

Approved: _____ _____
Immediate Supervisor Date

Approved: _____ _____
Director of Personnel and Labor Relations Date

Approved: _____ _____
Assistant Superintendent Date

Approved: _____ _____
District Superintendent Date

Revised 12/06/2010