

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

▲ Name	▲ Date
▲ Current Position	▲ Location

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

<u>Course Title</u>	<u>Sponsoring Agency or Institution</u>	<u>Clock Hours</u>

Criteria for approval of in-service credit for salary purposes:

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

- a) The course and admission to it is approved by the District Superintendent. 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 District Superintendent 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	Date
Approved: _____	_____
Director of Personnel and Labor Relations	Date
Approved: _____	_____
Assistant Superintendent	Date
Approved: _____	_____
District Superintendent	Date