



## REQUEST FOR PROFESSIONAL GROWTH FORM

### Part I: Request

Employee Name:

Date

Classification

Course/Activity Name:

Units of Credit:

Class Days, Times:

Education Plan is

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cluster Vice President

\_\_\_\_\_  
Date

(Vice President Academic Affairs, Vice President Student Services, Vice President Administrative Services)

### Part II: Certification of Completion

Date coursework was completed:  
(Attach unofficial transcript)

\_\_\_\_\_  
Cluster Vice President

\_\_\_\_\_  
Date

### Instructions:

- Employee completes Part I and obtains supervisor's approval and the Cluster Vice President approval
- Employee completes Classified Professional Growth/Educational Plan
- After completion of course work, employee completes Part II, attaches grade report and obtains signature from Cluster Vice President
- After the equivalent of 12 semester units have been completed employee forwards **official transcript(s) and/or certificate(s)** to Human Resources with all documentation (this form and the Education Plan). Human Resources will implement 2.5% salary increment
- It is the employee's responsibility to ensure Human Resources receives all signed documents.
- Employees are encouraged to keep a copy of the final packet before submitting to Human Resources.