



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

Learning for a Lifetime

**Application for acceptability of Non College/University Units
For Professional Development**

Name Site/Location Date

This form must be signed by your site administrator prior to submission to Human Resources. All units must be submitted no later than one calendar year from completion of units.

Activity Type:	Verification Required:	Approval Needed By:	Attachment Required:
Coordinating/Chairing District Activity	This form only	Administrator in Charge	N/A
Writing District Curriculum	This form only	Assistant Superintendent Curriculum & Instruction	N/A
Participation on District Committee	This form only	Administrator in Charge	N/A
District Workshop Attendee	This form only	Instructor	N/A
District Workshop Presenter	Professional Development Workshop Plan	Assistant Superintendent Curriculum & Instruction	<input type="checkbox"/>
Conference Attendee/Presenter or Non-District Workshop Attendee	Written summary, proof of attendance	Principal	<input type="checkbox"/>

Date	Time Spent	Description of Activity (Be sure to include attachment if required)	Clock Hours

Signature of Applicant Date Signature of Site Admin Date

Evidence of Course Completion: Official Transcripts must be attached and submitted to Human Resources with this form. If sufficient additional units are filed with Human Resources by October 1, the employee's salary will be adjusted (retro to the beginning of that school year) to reflect the higher placement.

Disapproved/Reason: _____/Signature

TOTAL UNITS: _____ DATE VERIFIED: _____ INITIALS: _____

Employee should keep a copy of this form and submit the original to Human Resources.