



Newport-Mesa

Unified School District

Application for Approval of Certificated Professional Growth Units

Human Resources (714) 424-8935

Directions: Complete the **entire** form. Submit to:
Human Resources: Professional Growth Committee

Step 1

_____ Check if you are a new hire to N-MUSD

Date: _____ ID# _____

Last Name: _____ First Name: _____

Site: _____ Grade/Subject: _____

Step 2

A PHOTOCOPY OF THE COURSE OR WORKSHOP DESCRIPTION MUST BE ATTACHED TO ALL PROFESSIONAL GROWTH APPLICATIONS

Workshop or Course Provider: _____

Course Title: _____ Course Number: _____

Course Start Date: _____ Course End Date: _____

Units: _____ (Check one) _____ Semester _____ Quarter

If **not** a college class, enter attendance hours (15 hours = 1 semester unit): _____

Briefly define how this experience will help you to grow professionally:

Step 3

Retain a copy and send application to: Human Resources, Attention: Professional Growth

Upon completion of this course or workshop, send in a transcript, or grade card, with a copy of your approval to Human Resources. If this course or workshop will allow you to move on the salary schedule, verification must be received by October 1st. If a stipend is received, District paid, or you attend during a contractual work day, you cannot use hours for N-MUSD Professional Growth.

Professional Growth Committee Action

Date: _____

Funding Source:

_____ **Approved** – Meets compliance with the criteria, rules
and regulations established by the agreement between N-MUSD
and NMFT

_____ **Not Approved for the following reason(s):**

- _____ Course or Workshop taken during contractual work day.
- _____ Course or Workshop was taken without prior approval.
- _____ Course or Workshop is not applicable to assignment.
- _____ Stipend received/District paid for workshop.

Application return for following

- _____ No Course Description
- _____ Application is incomplete