APPENDIX K

Application for Professional Growth

SUBMIT TO PROFESSIONAL GROWTH COMMITTEE, C/O HUMAN RESOURCES
Monterey County Office of Education
P.O. Box 80851 / 901 Blanco Circle
Salinas, CA 93912-0851

Workshops, Educational Conferences, Etc.

Prior to commencing professional growth activities, the employee shall submit an application to participate in the program to the Professional Growth Committee.

Please note that ten (10) hours of contact time equals one (1) semester unit.

Applicant's Name	Position	Work Site	Work Schedule Days/Hours
Applicant's Signature	Date		

Workshop/Conference Title	Description	Dates	Hours	Units	For Committee Use: Submitted	Approved	Completed	1st Pmt
(1)								
How it relates to your work:								
(2)								
How it relates to your work:								
(3)								
How it relates to your work:								
(4)								
How it relates to your work:								

For HR Use Only

VERIFICATION OF RELEVANCE TO POSITION WITH IMMEDIATE SUPERVISOR :
HR will verify by email and attach to form prior to committee review

Supervisor's Name	HR Signature	Date

VERIFICATION COURSEWORK WAS TAKEN ON EMPLOYEE'S OWN TIME:
ie. vacation, compensatory time, personal observance or taken outside of employee's workday

Supervisor's Name	HR Signature	Date

Revised 06.06.17