Certificated Professional Growth

For Salary Advancement

Approval of Certificated Professional Growth Units: Use to gain prior approval of units or workshops taken outside the District. This form, with a photocopy of the course or workshop description attached, must be turned in for approval before starting a class or attending a workshop. Once you complete the class/workshop you will need to attach your grade, transcript, or certificate of completion to a copy of the approval and turn it in to Brenda Garcia, 714-424-8935, in Human Resources to verify the completion of your coursework.

Verification of N-MUSD Workshop Attendance and Hours: Use for Certificated Professional Growth for approval and verification of classes/workshops offered by Newport-Mesa Unified School District. Turn this form in after taking the class and attach certificate of completion.

Approval of Certificated Professional Degree Program: Use for prior approval if you are enrolling in a degree program such as a Masters, Doctorate, Credential, or Certificate. You must turn this in before starting the program. After completion, you will need to provide Human Resources with an official sealed transcript to verify the date of completion.

It is YOUR responsibility to request approval before starting a class. You are responsible for turning in your grade or certificate of completion after completing a class or workshop. You will not be given credit for salary advancement until grades are turned in to Human Resources.

NOTE: If the District pays for the class/workshop or you attend on a contractual work day, you will not receive professional growth credits.