

FOR IN-DISTRICT ACTIVITIES ONLY

**Approval Form for
Professional Growth and Development Hours**

Name of Teacher: _____

School Site: _____

Newman-Crows Landing teachers may elect to receive salary credit by participating in professional growth in any five-year period. 150 hours can be earned in this five-year period for an equivalent of ten (10) units of credit. These credit hours may not be accepted outside of the NCLUSD.

The 150 hours may be earned by:

1. Activities in which the credential holder contributes to the improvement of a school district or other educational institutions shall be acceptable, including activities in which he or she assists students, teachers or other teachers in their instructional development, either as a mentor teacher or in another appointed capacity. (See NCLUSD contract for more details.)
2. Activities in which the unit member serves as a representative of the district in a leadership role.

Activities shall not be acceptable if they are part of the routine functioning of an educational institution, or if they are part of a teacher's basic responsibilities, including (but not limited to) planning lessons, arranging a classroom environment, preparing tests.

Activity	Administrator's Signature for Pre- Approval	Date of Administrator's Pre- Approval	Administrator's Verification of evidence submitted (must be attached)

Teacher Signature: _____

Date _____

District Approval: _____

Date _____

I have completed the above professional activities which total _____ units of professional development hours. (15 hours = 1 unit)

Once completed, this form needs to be sent to the District Office for approval.