

NAME: \_\_\_\_\_

## PROPOSAL FORM – CERTIFIED STAFF

### **ARTICLE VIII - COMPENSATION AND FRINGE BENEFITS,**

#### **N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,**

##### **2. Certified Staff**

- b. Request for credit for tuition reimbursement, tuition waiver or for advancement on the salary schedule from universities other than those on the approved list set by the Communications Committee shall be considered through a proposal to be reviewed by the Communication Committee. All proposals shall be submitted prior to December 10 for the winter term and May 10 for the summer and fall term and must meet one of the following conditions:
  - i. Completed courses that the awarding college or university will accept in an accredited graduate degree program.
  - ii. Completed courses that the Illinois State Board of Education will accept toward Illinois licensure.

##### **Administrative Procedures:**

1. Submit your Course Approval Form and Proposal Form (this form) to the Director of Human Resources before the November Communications Committee meeting for winter courses or the April Communications Committee for summer/fall courses.
2. Provide supporting documentation of course quality
  - a. The university or college must be accredited from one of the accreditation agencies found on United State Department of Education data base.  
<http://ope.ed.gov/accreditation/>
  - b. Graduate level course in a graduate program

##### **Documentation:**

- Accreditation document – List University or College and documentation of accreditation
- Graduate level course in graduate program – provide documentation from catalog or university website

##### **OFFICE USE ONLY:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Communication Committee Representative Signature: \_\_\_\_\_