



## Professional Improvement Plan Preapproval Application

*Sacramento Agreement Article 12.4.3.1 - 12.4.3.10*

*(Submit to Human Resource Services)*

**APPROVAL**

*Refer to Bulletin: "Salary Advancement of Certificated Personnel Through Professional Development."*

|                                      |                        |
|--------------------------------------|------------------------|
| <b>Name:</b> (Last, First)           | <b>Date:</b>           |
| <b>School:</b>                       | <b>Position/Title:</b> |
| <b>Grade and/or Subjects Taught:</b> |                        |
| <b>Expected Date of Completion:</b>  |                        |

**Criteria:** Any course or professional development activity under the Professional Improvement Plan must include at least one of the following criteria: (CHECK [ J ] ALL THAT APPLY)

- |  |   |
|--|---|
| <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | Addressing district goals and objectives.<br>Continued training in one's major or minor reasonably related to the teacher's current or prospective teaching assignment.<br>Course work which will facilitate the use of the latest technology or philosophy within the teacher's major or minor or current or prospective teaching assignment.<br>Improving the teacher's competency in managing and in instructing in the classroom.<br>Increasing the teacher's knowledge, competence, performance, or effectiveness as a professional.<br>Planning, analyzing, interpreting, demonstrating, disseminating or evaluating the area of study or innovation as a part of a directed course of study in his or her major, minor, or current or prospective teaching assignment. |
|--|---|

| Semester Units | Features  | Instructions  |
|----------------|---|---|
|                | 1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).   | Attach details, i.e., purpose of committee work, participants, time involved, duration, values to be gained.  |
|                | 2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).                          | Attach outline of details of your plan, and indicate how such courses will contribute to your professional improvement.                                     |
|                | 3. Educational research (allowance--one unit per 32 hours of effort expended).  | Attach outline of details of your plan and comments of the Accountability Office. (A copy of the completed report will be required.)                        |
|                | 4. Professional organization work (allowance--one unit per 32 hours of time and effort expended; approval cannot be granted more than one year in advance of work planned). | Attach outline of details of work planned, i.e., office to be held, length of term, time involved, etc.   |
|                | 5. Visitations or observation (allowance--one unit per 40 hours spent; hours may be accumulated).   | Attach details, i.e., time, place, duration, values to be gained.   |
|                | 6. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).  | Attach details, i.e., name of conference, purpose, time, place, duration, values to be gained.  |
|                | 7. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).  | Attach details, i.e., purpose of workshop, participants, time, place, number of hours, values to be gained. If district-sponsored, attach flyer.            |
|                | 8. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).                                | Attach details, i.e., nature and intended use of materials, plan of development, estimated time involved.   |
|                | 9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).   | Attach statement of purpose, objectives, estimate of educational relevance, itinerary (including dates of departure and return, areas to be visited, etc.). |
|                | 10. Private study (allowance--one unit per 32 hours of time expended).  | Attach details of work to be undertaken, name and qualification.  |

**Principal's/Administrator's Comments:** Although the principal's/administrator's approval of the request is not required, he/she must sign this form. The principal/administrator may make comments