



Conejo Valley Unified School District

Professional Growth Program

The Professional Growth Committee encourages all non-exempt classified employees to participate in the Professional Growth Program. The Professional Growth Program offers a great opportunity for classified employees covered by the CSEA Contract of Agreement to receive professional growth points for advancing their education level.

WHO IS ELIGIBLE:

- Employees who have completed their initial probationary period
- Employees who have been in paid status for twelve (12) consecutive months prior to participating in the professional growth program.
- Credit will not be given for professional growth activities completed prior the employee's completion of twelve (12) consecutive months of employment.
- All coursework must be completed on the employee's own time.

Once you are eligible, PARTICIPATION IS SIMPLE!

- Step 1. When you decide to take a class (seminar, etc.), submit the **Notice of Intent** form to Classified Personnel.
- Step 2. Complete the class (seminar) with a letter grade of "C" or better (if applicable).
- Step 3. Upon completion of the course work:
 - Complete the **Notice of Completion** form
 - Attach an **UNOPENED OFFICIAL TRANSCRIPT**, or Original Certificate of Completion
 - Attach original receipts (if applying for textbook and tuition reimbursement).
 - Submit all paperwork to Classified Personnel before August 31.

You may submit Notices of Intents and Notices of Completion throughout the year, but funds are limited, so the number of employees eligible to participate in the Professional Growth Program may be based on the date the application forms are received in the Classified Personnel Office. Please review Article 21 of your CSEA contract for further details.

If you have additional questions, please contact the Director of Classified Personnel at 497-9511, ext. 204.



Conejo Valley Unified School District Professional Growth Program *Notice of Completion*

In order for the committee to approve your request:

- You MUST have submitted a Notice of Intent before filling out this form.
- This form MUST match the Notice of Intent previously submitted.
- You MUST attach **Unopened Official Transcripts and/or Proof of Attendance indicating hours completed** for all courses listed.
- You MUST submit original receipts if applying for textbook and/or tuition reimbursement.

Notice of Completion and required documentation must be received by the Classified Personnel Office no later than August 31st for courses completed during the previous school year.

OPTION A: *					Professional Growth Committee Use Only	
<i>Professional Growth Increments To be Completed by Employee</i>						
Course #	Exact Course Title	Location of Courses	Hours or Credits?	# of Hours or Credits	Points Approved	Reason Denied
*Professional Growth increment(s) – to be paid in equalized monthly payments upon qualification.				Total Points Approved:		

OR

OPTION B:*				Professional Growth Committee Use Only
<i>Professional Growth Tuition/Textbook Reimbursement To be Completed by Employee</i>				
Course #	Exact Course/Textbook Title	Location of Courses	Amount of Reimbursement	Approved Amount
*Textbook and/or tuition reimbursement, not to exceed \$300.00 annually (lump sum distribution only).			Total Amount Approved:	

_____/_____/_____
 Employee's Name / Employee's Signature / Date
 PLEASE PRINT

To be completed by Professional Growth Committee:	
Current Points Approved: _____	Amount to be Reimbursed: _____
Previous Carryover Points: _____	FY Year(s) of Previous Reimbursement: _____
Total Points Earned: _____	Date of Committee Action: _____
#of Increments Earned: _____	
Date(s) of Increments: _____	
Carryover Points: _____	
_____ Chairperson, Professional Growth Committee	_____ District Designee