



## 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 Intent**

Classified employees who wish to enroll in the District's Professional Growth Program must complete and submit to the Classified Personnel Office this Notice of Intent listing course work they intend to take, **Option A** - for Professional Growth Increments **or Option B** - Textbook/Tuition Reimbursement.

**OPTION A:**

To have the following course work applied to Professional Growth Increments. (Each Increment is payable at \$30/mo for 10 months each year for every Increment earned. Lifetime maximum is 5 Increments – see CSEA Contract for further details.)

<b>OPTION A Professional Growth Increments</b>					
Course #	Exact Course Title	Location of Courses	Hours or Credits?	# of Hours or Credits	Proposed Date of Completion

~ OR ~

**OPTION B:**

To be reimbursed for textbooks and/or tuition costs (up to a maximum of \$300.00 per year, lifetime maximum \$1,500) and not have this course work applied to Professional Growth Increments.

<b>OPTION B Professional Growth Tuition/Textbook Reimbursement</b>			
Course #	Exact Course/Textbook Title	Location of Courses	Approximate Amount of Reimbursement

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Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Job Title \_\_\_\_\_ Location \_\_\_\_\_

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Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Use additional sheets if necessary.  
Please keep a copy of this form to use when completing the *Notice of Completion*.**