

**VISTA UNIFIED SCHOOL DISTRICT
CLASSIFIED PROFESSIONAL GROWTH PROGRAM APPLICATION
FOR PERMANENT CLASSIFIED EMPLOYEES**

Name: _____ Position: _____

Worksite/Department: _____ Work Hours Per Day: _____

Employee ID#: _____ 12 Month Pay Employee 11 Month Pay Employee

List the courses you are submitting for the Professional Growth Program and attach course verification. Verification can include transcripts, official grade cards, certificate(s) of completion and proof of attendance. **(Units earned prior to July 1, 1994 are not applicable to this program).**

COLLEGE COURSES

<u>Name of Institution</u>	<u>Course Number and Title</u>	<u>Date</u>	<u>Units*</u>	<u>Quarter/Semester</u>

Total: _____

WORKSHOPS/TRAINING PROGRAMS/EDUCATIONAL CONFERENCES

<u>Course Name</u>	<u>Date</u>	<u>Hours</u>

Total: _____

This form is to be filed with Certificated Human Resources **NO LATER THAN JUNE 30TH**. The employee must submit transcripts, official grade cards, certificate(s) of completion and/or attendance verification or other acceptable evidence to the Certificated Human Resources prior to receiving first payment for that school year.

Employee's Signature

Date

Effective January 1, 2006, employees will receive \$409.09/year for each increment earned. Only 1 increment per year (maximum of 7 increments) will be granted per CSEA Contract, Article 11.1.6
11 month pay employees will be paid \$37.19/month
12 month pay employees will be paid \$34.09/month