



HUMAN RESOURCES

SALARY ADVANCEMENT REQUEST FORM

*****ONLY COMPLETE THIS FORM IF YOU'RE ELIGIBLE TO ADVANCE TO THE NEXT COLUMN*****

Forms must be submitted before: **October 15** for Fall Advancement Requests (to earn full year's credit)
March 1 for Spring Advancement Requests (second half of contract year)

**Submit form by: dropping off at the District Office or via District Mail to
 Lili Ramirez in Human Resources**

NAME:	EMPLOYEE ID NUMBER:
EMAIL:	PHONE:
SITE:	PREVIOUSLY APPROVED UNIT TOTAL: _____
POSITION:	REQUESTING ADVANCEMENT TO COLUMN: _____
CREDENTIAL STATUS (select one): CLEAR _____ PRELIMINARY _____	

COLLEGE/ UNIVERSITY UNITS COMPLETED:

* If completing this section, must submit **OFFICIAL TRANSCRIPTS** with form

Name of Institution	Course Number	Course Title	Units Earned (1 Quarter Unit = 2/3 Semester Unit)	Date Completed (i.e. Winter 2022)

pbvU UNITS COMPLETED:

*If completing this section, must submit **pbvU CERTIFICATES OF COMPLETION** with form

Course Title	Number of Units Earned	Learning Cycle (i.e. Winter 2022)

HR USE ONLY

Request Processed: _____
 Advancement Cycle: Spring ____ / Fall ____