



Credit Pre-Approval Form Advanced Training

The following information must be submitted to Human Resources for approval **PRIOR** to taking advanced credit training if such credit is to be applied towards a lane change. ***(Please note the provisions in the Master Agreement, Article XI, Section 4)***. Courses must be taken for a letter grade unless pass/fail is the only option. Once your program is approved, you still must submit this form for every course that will be applied toward a lane change. Failure to complete this form for any course prior to taking the course will result in no credit given towards a lane change for that course.

Please note that approval of any credits/courses does not excuse the requestor from their duty day or conferences.

Name: _____ **Date:** _____

School: _____ **Grade/Subject taught:** _____

Are you in an approved program for an in-field advanced degree? **Yes** **No**

Program Title: _____ Post-secondary Institution: _____

<u>COURSE(S)</u>	Course #	Course Title	# Credits	Graduate/Undergrad	College
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

DATES Beginning date: _____ Est. completion date: _____

*****You may only submit courses for one term in advance.*****

Teacher's signature

Director of Human Resource's signature/date

Approved **Disapproved**

An Application for a Lane Change form must be submitted to HR in addition to this form to gain approval for a lane change.