Record **POINTS/UNITS** on the front page and **HOURS** on the back page.

Employee Name:(Please print)			Date:			
Title:			Increment Requested: 1 2 3 4 5	6 7 8 (ci	rcle one)	
Department:			_ Due: April or October (circle one)			
Completion Incomplet Committee	nployee must attach to this form: Verificann, copies of class or seminar agendas, experience application packets will be returned experience can only consider complete packets ont clearly in ink (DO NOT use pencil).	tc. All pages to the emplo	must be labeled with an exhibit letter			
	To Be Completed by Employee - F	Record UNITS	S on this side only. (1 Credit Unit =	1 Point)		
Date	Class / Activity		Verification (transcript, certificate, letter, card)	Exhibit Letter *	Verified by HR	
	Total # of units/points	<u> </u>				
* Exhibit Le	etter - Supporting documentation must in					
(One SEMESTER unit equals one increment point. One QUARTER unit equals 2/3 increment point)		Points carried of Points carried of Points carried of Total points applif points are > 1 Increment(s) gr	or Human Resources use ONLY: pints carried over from previous increment application: pints carried over from UNITS of this application: pints carried over from HOURS of this application: potal points approved: points are > 12, the next increment is granted. crement(s) granted:			
This reque	st has been evaluated by:	Points to be ca	rried over to next application:			
Name:			Date:	-	B-1	
Name:			Date:	_ J	uly 2013	

Please print clearly in ink (DO NOT use pencil).

To Be Completed by Employee - Record HOURS on this side only. (16 non-credit Hours = 1 point)							
			Verification	Exhibit	Verified		
Date	Class / Activity	# of Hours	(transcript, certificate, letter, card)	Letter *	by HR		
_							

Hrs.	/16 =	Points

District Orientation = 1 point - one time only

CPR Certificate = 1 point

CPR re-certification is based upon total number of hours of instruction.

Credit courses MUST be taken at an accredited college, community college or recognized trade school.

An official transcript must verify college credit coursework. An unofficial transcript is acceptable for SBCC courses.

A maximum of two (2) PE credits will be approved.

One SEMESTER unit equals one increment point. One QUARTER unit is equal to 2/3 increment point. (E.g. 3 quarter units = $3 \times 2 / 3 = 2$ points)

Work experience (290) courses DO NOT count for professional growth.

Unless otherwise verified, eight (8) hours is the maximum number of hours per day that will be approved.

Courses may not be repeated for professional growth credit unless permission is obtained in advance. This does not apply to CPR re-certification courses for which credit will be given.

^{*} Exhibit Letter - Supporting documentation must include an exhibit letter ie- "A"