



# CREDIT HOURS PRIOR APPROVAL FORM

**Submission Date:** \_\_\_\_\_

Unit Member's Name ▶	
Building/Location ▶	
Subject Taught ▶	

Per Article 10, B, 1 of the current Contractual Agreement Between the Wayne-Finger Lakes Educators' Association and the Executive Officer of the BOCES: Unit members holding **PERMANENT OR PROFESSIONAL CERTIFICATION** issued by NYSED, shall receive an additional \$63.00 per graduate credit up to a maximum of ninety (90) credits. Provided, however, that all graduate courses must be approved by the Director of Human Resources, or designee, **PRIOR TO THE START DATE OF THE COURSE**. A catalog description or other documentation from the educational institute may be requested during the review and approval process of the course.

(check one)

- BOCES in-service credit course
- College course

Name of College: \_\_\_\_\_

Course Number	Course Title	Beginning Date (mo/day/yr)	Ending Date (mo/day/yr)	Semester Hours of Credit

- Employee holds Permanent or Professional certification and eligible for additional benefit
- Employee holds Initial certification and may be eligible for additional benefit once Professional certification is issued

The above listed course(s) is / are       approved       rejected

Director of Human Resources or Designee

Date

Upon approval or rejection, a signed copy will be returned to:

- Unit Member
- Principal / Supervisor
- Personnel File