

PROFESSIONAL IMPROVEMENT GUIDELINES (PIC-FORM 1)

Deadlines for filing (PIC Form 1): October 15th, January 15th, May 15th

APPLICATION FOR COURSE APPROVAL

DATE: _____

(Original and **TWO** copies)

NAME: _____ POSITION: _____
(please print)

SCHOOL: _____

I hereby apply for approval of the following course for professional increment as provided in the salary schedule for teachers. I understand that credit will not be awarded until the Professional Improvement Committee receives official notices of the successful completion of this course. (Please refer to the 1995 revised guidelines for successful completion requirements.)

INSTITUTION: _____

COURSE NUMBER: _____

COURSE TITLE: _____

Anticipated Credits: _____

Beginning Date: _____ Finishing Date: _____

Course Description: (from college / university catalog)

For use of PIC

Signature of applicant
(Submit original and TWO copies)

Date received by PIC: _____

*Do not submit transcript until ready for lane change.