

APPENDIX H
Request for Practical Experience Credit
Preliminary Request
(Print or type and submit to the Office of Human Resources)

Name	EIN #	Home
Phone		

School: _____

Date: _____

Directions: The preliminary part of the application form will be completed by the Employee and given to his/her immediate Supervisor for his/her consideration. A discussion will be held between the Employee and the immediate Supervisor concerning the proposed practical experience. If the preliminary approval is granted by the immediate Supervisor, the application form will be sent to the Assistant Superintendent of Human Resources for his consideration and preliminary approval.

1. What new and unique skill do you plan to learn and develop?

2. How will these new and unique skills, etc. apply to the teaching or work, or in a specific course or job?

3. Number of hours of labor anticipated for application is _____.

Immediate Supervisor

Date

Preliminary Request: () Approved () Denied

Executive Director for Human Resources

Date

Practical Experience Credit will be given on the salary schedule horizontally according to the following guidelines:

- 80 hours of labor or specific travel experience is equal to one (1) semester of college credit.
- No more than six (6) hours of non-school time per year will be allowed.
- Accumulation of a maximum total of twelve (12) hours of practical experience credit allowed for any one Employee.
- Practical Experience credit is not applicable to a degree itself.

Request for Practical Experience Credit

Final Application

(Print or typed and submit to the Office of Human Resources)

Name _____ EIN # _____ Home Phone _____

School: _____ Date: _____

Directions: Upon completion of the practical experience, the application form will be completed by the Employee making the request and given to his/her immediate Supervisor for final consideration. The immediate Supervisor will then forward the final application to the Assistant Superintendent of Human Resources for final consideration and final approval.

1. Explain fully what new and unique skills you have learned and in which manner will you use said skills in the classroom or on the job.

2. Please provide a detailed list of the hours worked and projects completed for these times while working on practical experience hours.

3. Total number of hours completed for this application. _____.

Immediate Supervisor _____ Date _____

Request: () Approved () Denied

Number of semester college credit hours issued for this application. _____.

Executive Director for Human Resources _____ Date _____