

## **Prior Approval Form Instructions**

Submit a copy of the Prior Approval Form to the Human Resource Office and keep a copy for your files

Approved original plus a copy will be returned to the person responsible for certifying credit along with a Record of Attendance Form and survey copies.

Credit granted is based on completion of requirements established on Prior Approval Form and completed surveys from each participant.

When staff development is complete, submit a copy of the **signed** Prior Approval Form, a Record of Attendance and **a completed survey for each participant**. Participants will receive a Certification of Credit Form for their records.

**NOTE: Since all licensed teachers are required to have 3 units of reading staff development and to 1.5 units of technology credit, please make sure you identify all classes that qualify in these two areas. In addition, if portions of a class qualify as reading or technology, please make that clear so credit will be allotted accurately. We have provided a space for you to record this on your Application for Prior Approval.**  
**Thanks**