

LONG BEACH COMMUNITY COLLEGE DISTRICT  
Human Resources Office

**REQUEST FOR PRE-AUTHORIZATION OF ADDITIONAL PROFESSIONAL TRAINING  
ACADEMIC PERSONNEL**

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

DEPT \_\_\_\_\_ DIVISION \_\_\_\_\_ EXT. \_\_\_\_\_

According to Article XII, Section B.1--Only units and degrees earned from an institution accredited by the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Southern Association of Colleges and Schools, the New England Association of Schools and Colleges, the Northwest Association of Schools and Colleges, the Western Association of Schools and Colleges, and units and degrees from a State Bar accredited law school will be accepted for placement credit in Columns B through E of the salary schedule. Acceptance of units and degrees from foreign institutions are subject to a determination of equivalency by a credentials evaluation service jointly designated by the District and CCA-LBCC. All costs associated with this evaluation shall be borne by the faculty member.

According to Article XII, Section B.8-- Courses for upgrading on the salary schedule must be of upper division or graduate standing. An employee shall receive credit for advancement on the salary schedule for lower division course if he/she can substantiate that the lower division course has a direct bearing on his/her current assignment or retraining for a new assignment with the District and if a request is submitted in advance to the Chief Human Resources Officer, and approved by the appropriate Vice President.

Successful completion (requires a grade "C", "CR", passing or better) of coursework.

If a request is being made to take lower division courses, please fill out a Request to Take a Lower Division Class Form.

**Please attach a copy of course description from course catalog.**

INSTITUTION	TERM/YEAR	COURSE #	UNITS *	DESCRIPTIVE TITLE	HR only APPROVAL	
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
					<input type="checkbox"/> YES	<input type="checkbox"/> NO
					<input type="checkbox"/> YES	<input type="checkbox"/> NO

\*Mark "S" or "Q" to indicate semester or quarter units.

- Yes No Will the work listed entitle you to a higher placement on the salary schedule?  
Yes No Will you receive a degree from the institution during this school year?

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Associate VP, HR Signature

\_\_\_\_\_  
Date

Please return this form to Human Resources, attention Cindi Nguyen, Human Resources Specialist.

<p><i>For Office Use Only</i></p> <p><input type="checkbox"/> Employee copy</p> <p><input type="checkbox"/> CCA copy</p> <p><input type="checkbox"/> HR copy</p>	<p>Revised 12/1/08</p>
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