

LONG BEACH COMMUNITY COLLEGE DISTRICT
Human Resources Office

**REPORT OF ADDITIONAL PROFESSIONAL TRAINING
ACADEMIC PERSONNEL**

NAME _____ POSITION _____

DEPT _____ DIVISION _____ EXT _____

Please record any professional courses which have been completed for credit on the salary schedule. List only courses that have been pre-approved in accordance with the request for pre-authorization of additional professional training form.

Official notification of all work taken must be submitted to the Associate V.P., Human Resources before a change in salary placement is made. Verification must be submitted within eight (8) weeks after the beginning of the semester or summer session. All course requirements must be completed prior to the first day of the semester, including summer.

Official transcripts are required for verifying additional units and/ or degree. A total of twelve (12) semester units (18 quarter units) may be credited during a school year. If more than that number are taken, the remainder must be carried over to the next school year. There is no restriction on the number of units taken during summer recess. Please refer to the Master Contract and/or Salary Narrative regarding exceptions, verifications, and salary schedule placement.

Please attach a copy of the official transcript.

INSTITUTION ATTENDED	TERM/YEAR	COURSE #	UNITS *	DESCRIPTIVE TITLE

*Mark "S" or "Q" after units 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?

Degree _____

Date _____

Signature _____

Date _____

Please return form to the Human Resources Office.