



Licensed Compensation System
Preapproval application for college/university coursework and external professional development.

In order for Coursework/Professional Development to be counted towards credits/hours for the Licensed Compensation System, the following conditions must be met:

Each staff member must receive prior approval by the building principal/department supervisor using the following criteria:

- a. Coursework/Professional Development must be in the employee’s assigned subject(s) or related fields;
and
- b. Coursework/Professional Development must support the Durango School District 9-R goals and outcomes.

NO COURSEWORK/PROFESSIONAL DEVELOPMENT POINTS WILL BE AWARDED UNLESS THE PRINCIPAL’S/DEPARTMENT SUPERVISOR’S SIGNATURE IS DATED PRIOR TO ENROLLMENT IN THE COURSEWORK OR PROFESSIONAL DEVELOPMENT. ONE FORM per COURSE/PD EVENT.

Please complete the information below:

Employee Name: _____

College/University Work - Course Title: _____

Course Number: _____ Credits: (_____ Quarter Hrs.), or (_____ Semester Hrs.)

Institution: _____ Term/Year or Date of Course: _____

Brief Course Description: _____

Professional Development: _____

Organization offering the Professional Development: _____ Date: _____

Location of Professional Development: _____ Hours of Professional Development: _____

Please share how the Coursework/Professional Development aligns with current assignment and supports the Durango 9-R District Goals and Objectives: _____

Please share implementation plan for the new learning: _____

Educator’s Signature: _____ **Date:** _____

Principal’s/Dept. Supervisor’s Signature: _____ **Date:** _____

AFTER THE COURSEWORK/PROFESSIONAL DEVELOPMENT IS COMPLETED, SUBMIT THE SIGNED PRE-APPROVAL FORM, WITH THE CORRESPONDING TRANSCRIPT OR PROFESSIONAL DEVELOPMENT CERTIFICATE, TO THE HUMAN RESOURCES DEPARTMENT. HARD COPIES ONLY, EMAILED DOCUMENTS WILL NOT BE ACCEPTED.

POINTS ARE REVIEWED APRIL 30th FOR MOVES FOR THE FOLLOWING SCHOOL YEAR.