



Education Support Professionals Compensation System

Preapproval application for college/university, technical school coursework and professional development not facilitated by your supervisor.

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

- a) Coursework/Professional Development must be job specific (current position) and must support Durango 9-R District goals, objectives and employee development.
- b) PD hours need to be completed by the last day of the employee’s designated work calendar for the rate increase to be effective in the following school year provided that hours are completed.

NO COURSEWORK/PROFESSIONAL DEVELOPMENT HOURS WILL BE AWARDED UNLESS THE 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: _____ **Employee Position:** _____

Technical/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: _____ Total Hours of Professional Development: _____

Courses to be taken during the PD Event: _____

Please share how the Coursework/Professional Development aligns with current assignment and/or supports the Durango 9-R District goals and objectives and your plan for implementing the new learning:

ESP’s Signature: _____ **Date:** _____

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.