



Unified School District of Marshfield

CERTIFICATION AND/OR LICENSURE PRIOR APPROVAL

Name: _____ Date: _____

Position: _____ Building(s): _____

This prior approval form must be approved by the Director of Human Resources no later than three weeks prior to the start date of the certification program. **A copy of the course brochure, agenda, description, etc. must be attached to this document before being submitted for prior approval.** Your request may be denied if the certification program does not directly relate to your job duties/position. All programs must meet the requirements as listed in the Alternative Compensation Plan. Compensation for completion of these programs will follow the pay structure in place at the time of approval.

Certifications, Licensures, and Graduate Credits

- ☐ National Board Certification (20 units)
- ☐ Reading Teacher License 316 (15 units)
- ☐ Accredited Certification Program/Additional DPI Licensure or as requested by the District and must be relative to current or future assignment (ex: Board Certified Behavior Analyst, Alternative Education, Driver's Education)

Accredited Certification Program/ DPI Licensure: _____

- ☐ 3-6 college credits required (5 units)
- ☐ 7-12 college credits required (10 units)
- ☐ 13 or more college credits required (15 units)

☐ Graduate Credits (5 units)

- ✓ I currently hold a Master's degree (required)
- ✓ The courses have direct correlation to my teaching assignment & District priority or action step
- ✓ I have not received compensation units within the last 5 years for Graduate Credits.
- ✓ All 3 graduate credits will be completed within one 11-month period between July 1 – May 30.

Please list the course(s) you will be completing and attach the course description(s):

How is this directly related to your job duties/position?

Expected Completion Date: _____

FOR OFFICE USE ONLY

Approved

Denied

Director of Human Resources Signature

Date