

DIVISION OF HUMAN RESOURCES-OFFICE OF PERSONNEL OPERATIONS, STAFF DEVELOPMENT UNIT
 APPLICATION FOR APPROVAL OF TUITION-REIMBURSEMENT FOR PROFESSIONAL
 DEVELOPMENTS AS PROVIDED IN ARTICLE 23 OF THE CERTIFICATED AGREEMENT

NOTE: 1) Complete one application per semester, quarter, seminar, workshop, etc. 2) This is to be submitted no earlier than 30 days prior to the date that the course(s) start and no later than the end of the second week of classes.

Date

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Member of Certificated Unit	Employee #	Campus/Worksite	Home Address	City	Zip
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Present Position Title	Acting/Regular	Teaching Discipline	Department	Extension	

1) I request approval for reimbursement of tuition that will be paid for the following workshop, institute or course(s) to be completed at:

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Accredited Institution	Location of Campus Where Classes Will Meet

Subject	No.	Title	Units	Start Date	End Date	Amount of Tuition
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

2) Present Assignment: Full Time Part Time Total

Total Reimbursement*

List classes in current teaching assignment.

Course No.	Title	Teaching Hours
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Total Teaching Hours

3) If not teaching, describe how the proposed professional development program is related to the non-teaching assignment.

This is to certify that I have not or will not receive funds from the LACCD in excess of 100% of the cost of this activity.

ACKNOWLEDGED BY:

COMMITTEE ON
TUITION
REIMBURSEMENT:

APPROVED

DISAPPROVED

REASON:

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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Applicant's Signature

Pres. or Div. Head

Signature

FOR OFFICE USE ONLY

ENCUMBRANCE

Fiscal Year <input style="width: 80px;" type="text"/>	Loc. <input style="width: 80px;" type="text" value="L"/>
Applicant's Class <input style="width: 80px;" type="text"/>	Fund <input style="width: 80px;" type="text" value="10059"/>
Unit <input style="width: 80px;" type="text"/>	GL <input style="width: 80px;" type="text" value="581100V"/>
Approved <input style="width: 80px;" type="text"/>	Fund Center <input style="width: 80px;" type="text" value="ZL 0298"/>
Disapproved <input style="width: 80px;" type="text"/>	Amount \$ <input style="width: 80px;" type="text"/>
Date <input style="width: 80px;" type="text"/>	Date <input style="width: 80px;" type="text"/>
Action <input style="width: 80px;" type="text"/>	Initial <input style="width: 80px;" type="text"/>