



INSTITUTE FOR PROFESSIONAL DEVELOPMENT
SALARY ADVANCEMENT CREDIT APPLICATION

NAME: _____ DATE: _____ DEPT: _____

Check the program for which you are applying:

(Refer to the College Handbook and/or Contract for an explanation of the programs. * Applicant certifies that the Workshop meets the criteria established in the CFE Contract, Section 11.1.a Standard Work Week and Work Day).

Conference/Workshop* (1 unit=18 hours): online or In-Person

Lower Division Credit (1 unit = 1 unit)

Job Shadowing (1 unit = 36 hours)

Educational Materials (1 unit = 18 hours)

Professional Organization Activities (1 unit = 18 hours)

Mentoring (1 unit = 18 hours)

Independent Study Credit (1 unit=18 hours)

Job Exchange (1 unit = 36 hours)

Publications (1 unit = 18 hours)

Work Experience (1 unit = 36 hours)

New Assignment (1 unit = 18 hours)

1. Briefly describe your project and/or specific objectives. Attach copies of programs where applicable. If this project/course appears to be a duplicate of one previously undertaken, explain how this one differs.

2. How will completing this activity enhance your teaching ability and/or professional development?

3. Describe what evidence will be submitted to show that the objectives have been met.

4. Applicant is requesting _____ units of credit for _____ hours of work. *(Approval is contingent upon applicant's submission of evidence verifying the number of hours dedicated to the approved program).*

5. What is the scheduled completion date? _____

Save signed form to your computer then click "Submit Form" to have it emailed to the IPD Office. You will receive a confirmation email from the Staff Aide acknowledging receipt of your application. Refer to next page for deadlines for submitting verification of completion.

Applicant Signature: _____

For IPD Committee Use Only

Date reviewed: _____

Approved Denied—Reason: _____

IPD Chair signature: _____



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD)

714/895-8175 ▪ GWCIPD@gwc.cccd.edu

SALARY ADVANCEMENT PROJECTS Deadlines for Verification of Completion

The IPD Committee has established guidelines for turning in Salary Advancement projects verification of completion to the IPD Office:

1. For the current semester and any succeeding semester, the verification of completion will be due the semester immediately following the project completion date that is stated on the application.
2. After the semester ending deadline, these salary advancement projects will not be eligible to be turned in for salary advancement credit and the paperwork will not be carried forward.
3. If you are close to a column move, the verification of completion must be in the IPD Office by September 1 to meet the District deadline of September 15.