



## EDUCATIONAL PLAN FORM

### Classified Employees

THIS PLAN IS PROPOSED TO DEVELOP INCREASED COMPETENCE IN THE PERFORMANCE OF ASSIGNED JOB DUTIES, TO BROADEN SKILLS REQUIRED FOR PROMOTIONAL OPPORTUNITIES, OR TO PLAN FOR CAREER ADVANCEMENT AND THEREBY BENEFIT THE DISTRICT. **PRIOR APPROVAL IS REQUIRED FOR ALL COURSEWORK COMPLETED UNDER THE PROFESSIONAL GROWTH PROGRAM, SEE SECTION 3.8 OF THE CBA FOR MORE INFORMATION.**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Banner ID: \_\_\_\_\_

#### Education Information – Employee Completed

Describe your prior education, including the degrees you have obtained:

What is your educational goal? (check the appropriate box)

- Transfer to complete a 4-year degree after obtaining an associate degree (AA/AS)
- Transfer to complete a 4-year degree/Completion of GE courses
- Obtain a 2-year associate degree without transfer
- Obtain a 2-year vocational degree without transfer
- Earn a vocational certificate without transfer
- Prepare for a new career; acquire job skills
- Advance in current job/career; update job skills
- Other \_\_\_\_\_

Identify the overarching goal you are working towards and if these courses are for the purpose of professional growth, career-development or both. Professional growth courses are defined as job-related courses which are useful in the current position or are undertaken to acquire new or more advanced skills or knowledge beyond the skills or knowledge expected for entrance into the current position. Career-development courses are undertaken to meet educational requirements for another position within the District or planned within the District. More information can be found in section 3.8 of the CBA.

**Course Plan – Employee Completed with Counselor (attach additional charts as needed)**

Semester: \_\_\_\_\_ College/University/Institution: \_\_\_\_\_

Class Name/CRN	Transfer	GE	AA/A	Non-transfer	Units	Alternate Course(s)	Units

Semester: \_\_\_\_\_ College/University/Institution: \_\_\_\_\_

Class Name/CRN	Transfer	GE	AA/A	Non-transfer	Units	Alternate Course(s)	Units

Semester: \_\_\_\_\_ College/University/Institution: \_\_\_\_\_

Class Name/CRN	Transfer	GE	AA/A	Non-transfer	Units	Alternate Course(s)	Units

Semester: \_\_\_\_\_ College/University/Institution: \_\_\_\_\_

Class Name/CRN	Transfer	GE	AA/A	Non-transfer	Units	Alternate Course(s)	Units

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Counselor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Cluster VP Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_