

## APPLICATION FOR PRE-APPROVAL

<b>Training/Professional Development and In-Service Fund</b> <ul style="list-style-type: none"> <li>\$2000 maximum per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)</li> </ul>	<input type="checkbox"/> The course enhances skills and/or prepares you for future District postings. <input type="checkbox"/> The course directly relates to your current position.
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### 1. About you:

Name:			
Current Position:		Emp #:	
Work Location:		Seniority Date:	

### 2. About the course you wish to take:

Course Name:			
<b>Please attach a course outline to your pre-approval application.</b>			
Provider:			
Location Being Held:			
Is Course Available Locally?			
Course Date(s):		Course Cost:	
Detailed Reason for Taking the Course: (Attach separate page if more space is required)			
Is this course part of a Certificate/Diploma/Degree Program? If yes, which one?			

### 3. Time off requirements (if any):

Management understands that the member may be away with no relief coverage for this absence. If your pre-approval application is approved, please request a Leave Without Pay, as this fund does not cover any wage expenses. Supervisor's signature is NOT required if you do not need time off work.

Will time off work be required?			
If yes, dates and times:		Is Relief Required?	
Principal/Supervisor's Name:		Date:	
Principal/Supervisor's Signature:			

Applicant's Signature:		Date:
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