

Complete form and send ALL copies to:

Kenmore Staff Development Center
Sheridan Building
3200 Elmwood Avenue
Buffalo, NY 14217-1174

Application for Career Credit

KAA • KTA • KTSEA and Non-represented Employees



PRIOR APPROVAL IS REQUIRED

(KTA only)

I wish this course to apply for Career Credit under 9.3.5 of the KTA Agreement. I understand that I cannot receive career credit for courses taken toward my masters degree for permanent certification or use this graduate study to apply for salary credit under 9.3.1 of the Agreement.

Signature _____ Date _____

Note: Courses will be approved only if taken on employee's time (e.g., vacation, attach copy of Absence Form). Course must relate to employee's role. **This form must be submitted prior to the beginning of the course.**

KSDC requires a narrative of your responses to the program, OR a copy of a major product from the program, OR turn-key training of other Kenmore staff for the KSDC.

Name _____ Employee No. _____

Your Location _____ Current Position _____

Course/Workshop Title _____ Course Location _____

Dates course/workshop scheduled (mo/da/yr) From: _____ To: _____ Time: _____

Sponsoring Institution _____ No. of Undergraduate/Graduate Hours _____

Total Credits (Instructional Time) _____ Fee _____

Please provide a brief statement explaining the relevance of this course/workshop to your professional duties:

Approved _____
(Chairperson, Staff Development Center Policy Board) (Date)

Denied _____
