## **BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

Hamilton-Fulton and Montgomery Counties 2755 State Highway 67 Johnstown, NY 12095

## APPLICATION FOR APPROVAL OF GRADUATE/IN-SERVICE COURSES FOR SALARY CREDIT

NAME:		DATE:	
COLLEGE OR UNIVERSITY ATTENDING:			
ARE YOU MAT	RICULATED FOR A DEGREE AT	THE GRADUATE LEVEL?	?
WHAT DEGRE	E? (MA, MS, etc.)		
WHAT IS YOU	R FIELD OF CONCENTRATION? _		
ARE THESE COURSES REQUIRED FOR CERTIFICATION IN YOUR PRESENT POSITION?			
WORK TO BE T	FAKEN DURING (please check)	SPRING SUMMER FALL	
APPROVAL FOR THE FOLLOWING COURSES FOR SALARY PURPOSES IS REQUESTED:			
COURSE NO.	COURSE TITLE		CREDIT/CONTACT HOURS
(Proof of successful completion of the above courses must be supplied before salary adjustment can be made by the Board of Education. In the case of approved courses completed between February 1 and September 1, full credit will be granted for the following school year; for approved coursework completed in the fall semester, prior to February 1, half credit will be granted for that school year, changing to full credit the following year.)			
APPLICATION DATE:			
TOTAL NUMBER OF GRADUATE HOURS COMPLETED TO DATE:			
PROOF OF COURSE COMPLETION DATE:			
EMPLOYEE SIG	NATURE:		
APPROVED:	Supervisor		
	Supervisor		
RECORDED:			
	Business Office		
APPROVED:	Chief Executive Officer		
• The original	form must be filed <b>prior</b> to taking the c	courses for salary credit. You	will be notified of approval or

- disapproval.Course approvals will normally be given only for required coursework leading to permanent certification in the
- appointed teaching area.
  COURSES TAKEN WITHOUT PRIOR APPROVAL WILL NOT BE CONSIDERED FOR SALARY
- COURSES TAKEN WITHOUT PRIOR APPROVAL WILL NOT BE CONSIDERED FOR SALAR CREDIT PURPOSES.