



PROFESSIONAL GROWTH APPLICATION

CURRENT PROGRAM, effective July 1, 2022



Last Name	First Name	Middle Initial	Date
Current Classification(s)		Site	
()	()		
Primary Phone	Secondary Phone	Email Address	

Point Information: (Proof of attendance reflecting number of hours/units and date(s) completed must accompany this application. See attached list of acceptable documents)

SEE VESPA ARTICLE 41 OR PCRR CHAPTER 220 FOR DETAILED INFORMATION REGARDING STANDARDS AND GUIDELINES FOR PARTICIPATION IN THE PROFESSIONAL GROWTH PROGRAM

WORKSHOPS, WEBINARS & TRAINING

Description	Date(s) attended	Hours	For Committee Use	
			Action taken	Points approved
Total Points				

Professional Certification, License or Micro-Credential

Description	Date(s) attended	Hours	For Committee Use	
			Action taken	Points approved
Total Points				

College Courses

Description	Date(s) attended	Indicate Semester or Quarter	Units or Credits earned	For Committee Use	
				Action taken	Points approved
Total Points					

Facilitator / Presenter

Description	Date(s) attended	Hours	For Committee Use	
			Action taken	Points approved
Total Points				

CREDENTIAL INFORMATION - One Time Payment *(complete if you are submitting proof of an earned credential)*

Date Credential Awarded

Type of Teaching Credential

PLEASE BE SURE TO SIGN AND DATE BELOW, AND SUBMIT ALL SUPPORTING DOCUMENTATION AS DIRECTED.

Employee Signature

Date

FOR REVIEW AND APPROVAL BY THE PROFESSIONAL GROWTH COMMITTEE:

Committee Chair Signature

Date

Director of Classified HR Signature

Date

Instructions to Employees:

Thank you for your interest in continuing your professional growth. In order to receive credit for your training/courses attended and certifications achieved please be sure to enclose the correct documentation. For workshops, webinars or trainings, please include a course description and an explanation how it pertains to your current position or future career path. Also please be sure to include the amount of hours attended along with dates. For college courses please specify the number of credits or units earned. The following are some examples of acceptable forms of documentation of attendance.

Workshops, Trainings, Webinars

- 1 An email with confirmation of attendance to include date and amount of hours attended
- 2 A certificate of completion with date, signature or presenter/organizer, and amount of hours attended
- 3 A note from supervisor confirming attendance with name of course, dates and amount of hours attended
- 4 A sign in sheet from the workshop organizer

Professional Certification, Licenses, Micro-Credential

1. Certificate of completion to include date and amount of hours awarded/attended

College Courses

1. A copy of school transcripts with units attempted/awarded and grade. (Please be sure school name is visible)

To Submit Completed Paperwork:

- Paper copies may be submitted to Maria Castaño in the Multilingual/Multicultural Department, and may be dropped off to her at the ESC or sent via inner-office mail.
- Send via email to the Professional Growth Committee at: pgcom@venturausd.org

All documentation must be submitted to the Committee no later than June 30th.