

SCHOOL DISTRICT OF WHITEFISH BAY
1200 East Fairmount Avenue
Whitefish Bay, Wisconsin 53217

PRE-APPROVAL FOR ADVANCED LEARNING

All training and/or coursework, regardless of on-campus, off-campus, or Internet is expected to contain appropriate rigor, research and reflection befitting a university level course. A syllabus may be requested for any/all courses.

Submit a separate form for each instance of Advanced Learning: Advanced degree, WI DPI teacher, pupil services or administrator license/certification, National Board Professional Teacher Standards (NBPTS) Certification, or American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence.

Advanced Learning qualifies for a raise upon the initial granting of the qualifying degree, license or certification; renewals of licenses and certifications do not qualify.

Name: _____ **Job Position:** _____

School: _____ **CU** _____ **RI** _____ **MS** _____ **HS**

Advance Learning Requested:

- _____ National Board for Professional Teaching Standards (NBPTS) Certification
- _____ New WI DPI Teacher or Administrator Certification/License
- _____ Advanced Degree: _____ MS/MA _____ EdS _____ EdD _____ PhD
- _____ American Speech-Language-Hearing Association (ASHA) Certification

Please explain: 1. How will this Advanced Learning help you to improve in your current assignment or prepare you for a potential future assignment?

2. How will it impact student learning and/or the school district?

Complete the appropriate section corresponding to your Advanced Learning program:

NBPTS Certification or ASHA Certification

1. Month/year beginning program _____ Anticipated month/year completing program _____
2. NBPTS certificate area (one of 25) or ASHA specialty area (if applicable) _____

Additional WI DPI Certification/License or Advanced Degree (MS/MA, EdS, EdD, PhD)

1. Name of license/certification or advanced degree _____
2. WI DPI license Number (if applicable) _____
3. Month/year beginning program _____ Anticipated month/year completing program _____
4. Check one: ___ On-campus program ___ Off-campus program ___ Internet-based ___ Blended program
5. Name, address, and phone number of institution _____

6. Number of new credits necessary to earn this license/certification or advanced degree _____

****** These course credits cannot overlap with any other course credits for another license/certification or advanced degree.

Example 1: You are working toward a 317 Reading Specialist License and a 395 ESL License. A three-credit course overlaps/counts toward both licenses, you can only list that course once on all Advanced Learning Pre-Approval Forms.

Example 2: You are working toward a master’s degree in Educational Administration and earning a Principal License(51), with two overlapping courses in those two programs. You will list the courses on your advanced degree pre-approval form and do NOT list them again on your certification/license pre-approval form.

7. List course titles and university-assigned course numbers (use addition page if needed):

<u>Title</u>	<u>No.</u>	<u>Title</u>	<u>No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submit this form to the Human Resources (HR) Department for pre-approval. Upon completion of the advanced degree or certification, send a copy of the proof of completion/certificate to the HR Department. The corresponding Advanced Learning raise will be incorporated into the next school year’s salary and in accordance with the Instructional Employee Handbook.

*****The deadline for submission of Advanced Learning proof of completion is September 30 of each year.*****

THIS BOX FOR ADMINISTRATIVE/HUMAN RESOURCES USE ONLY

Date received in Human Resources: _____

Advance Learning Approved: _____ Date: _____

Compensation Pre-Approved: \$_____. ____ Date entered on budgeting spreadsheet: _____

THIS BOX FOR BUSINESS OFFICE USE ONLY

Completion Date: _____