

SDIP Credit Request Form
Staff Development Incentive Program - Leon County Schools Procedure B-5
For LESPA or Local 1010/IUPAT Bargaining Unit Employees

This form must be submitted to the STAFF DEVELOPMENT OFFICE **within 90 calendar days** after completion of activity/course.

Name: _____ PID#: _____ Job Title: _____

Work Site/Department: _____ Work Phone: _____

Title of Workshop/Conference/Course: _____

Date(s): _____ Location: _____

Attach any certificate, grade report, or other documentation that indicates satisfactory completion and complete questions on the back of this form.

If no completion is available, attach workshop/course agenda or schedule of sessions including dates and times.

The Supervisor must verify that this credit request meets criteria for pay incentive by initialing below:

1. ____ This employee is in a regular (not OPS) LESPA or 1010 position.
2. ____ This activity is not primarily personal enrichment.
3. ____ This activity is not special assignment for which employee receives compensation.
4. ____ This activity is not training taken to achieve job related certification which qualifies an employee to receive an increase in hourly pay.
5. ____ This activity is not training that enables an employee to meet or maintain the minimum qualifications of the job classification for the position in which they are currently appointed.
6. ____ I approved participation in this course/activity prior to the employee's involvement and determination that funding was available if requested.
7. ____ I verify that the course/activity is related to the employee's job duties and that the employee is or will be using the new knowledge and/or skills from the workshop on the job.

Principal/Site Administrator Signature

Date

Employee/Requestor Signature

Date

All three questions must be answered by the employee for inservice credit to be awarded:

1. Describe at least three things you learned.

2. List your Leon County job responsibilities which were improved by this training.

3. How are you using (or how will you use) what you learned on the job?

<p>FOR STAFF DEVELOPMENT USE ONLY:</p> <p>Date <u>filed</u> with Staff Development Office: _____</p> <p>Credit Awarded: _____ YES _____ Number of points awarded</p> <p>_____ NO Reason: _____</p> <p>Staff Development Director Signature: _____ Date: _____</p>
