

# Professional Learning Incentive Program Group Credit Report Form

For LESPA or Local 1010/IUPAT Bargaining Unit Employees

ACTIVITY TITLE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Date(s): \_\_\_\_\_ Year: \_\_\_\_\_ Time(s): \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Trainer/Presenter: \_\_\_\_\_

**Sections A, B, C, and D must be completed for credit to be awarded.**

**Section A:**

List the Support Personnel positions eligible for pay incentive credit due to the content of this workshop (example: secretaries, bookkeepers, etc.):

**Section B:**

Describe the knowledge and/or skills gained by the participants in this workshop:

**Section C:**

Explain how participants are expected to use their new knowledge and/or skills in their jobs. Be specific about each eligible position described in Section A.

*Attach an agenda which shows topics and hours for each day of the workshop*

D. The LCS administrator or LCS training facilitator responsible for this workshop must verify the following contract conditions:

Workshop participants are in regular (not OPS) LESPA or 1010 positions.

Credit earned in this workshop will not be used to certify participants for hourly salary increases provided in other contract sections.

This activity is not enabling the employee to meet minimum qualifications for their position/s.

This workshop is related to the employee's job duties.

Participants were in attendance for the hours indicated on the attached roster.

Credit is to be awarded as indicated on the attached roster.

*The above statements have been verified as true by:* \_\_\_\_\_

Signature of LCS Administrator or LCS Workshop Facilitator

Date

**To be eligible for credit, this report must be submitted to the Professional Learning Department within 90 days of the completion date of the workshop.**



