MILLINOCKET SCHOOL DEPARTMENT
PROFESSIONAL CREDIT COURSE APPROVAL

All courses must be approved by the Superintendent of Schools for professional credit prior to enrollment. The fiscal school year July 1 through June 30 shall apply. Provisions of Article VIII of the current Millinocket School Board and Teacher's Negotiated Agreement and Article XI of the current Millinocket School Board and Ed Tech/Food Service Negotiated Agreement shall apply for qualified employees.

Employee, submit this completed form with your signature to the Certification Coordinator for approval. After his/her approval, obtain administration signatures then submit to appropriate clerical staff for a purchase order. Once the PO is completed, you may enroll in your class.

_____ _____ _____
Employee Name (Please Print Clearly) Date of Birth Today's Date

_____ _____
Course Number & Course Name College, University, or Agency Offering Course

_____ _____ $_____ $_____
Beginning & Ending Dates Number of Credits Tuition including fees Est books/materials

Type of Course (Check All Applicable)
Fall ( )
Spring ( )
Summer ( )
On-Line ( )
Other ( ) _____

Purpose of Course (Check All Applicable)
Ed Tech Certification: II ( ) III ( )
Bachelors ( )
Masters ( )
CAS ( )
Doctorate ( )
Recertification ( )

Upon completion of the course, the teacher will submit a copy of the course grade and/or invoice to the appropriate clerical staff. A copy of the grade will be placed in your personnel file. By signing below, you agree the Millinocket School Department is not responsible for payment should you not pass the course.

_____ _____
Employee Signature Date

_____ _____
Certification Coordinator's Signature Date

_____ _____
Principal/Administrator's Signature Date

_____ _____
Superintendent's Signature Date