

Criteria for Approval of Nursing Courses for District Salary Credit

1. Approval will be granted only if requested prior to beginning the course.
2. Courses must be accredited through a post-secondary institution, the National League of Nurses or by a state.
3. Approval will be granted for practitioner-oriented courses, which involve rigorous, in-depth training and support District goals.
4. The training must provide direct and tangible benefits to the health and safety of the District's students. A description of such benefits must be provided in all requests for credit, as well as a plan for implementing strategies or concepts learned through the course.
5. No salary credit will be available for training that a nurse is paid to attend, nor for coursework taken when the registration is paid through District or grant sources. If training occurs during the workday, salary credit is not available.
6. Transcripts, grade reports, or completion certificates must be submitted at the conclusion of the courses.

Casa Grande Elementary School District
Request for Salary Credit

Name _____ Position _____

1. List the course(s) you plan to take. Attach descriptions from the course catalog, if available.

Course Title	Educational Institution	Course Description	Is this an On-Line Course?	Number of hours you expect to devote to this course	Scheduled Completion Date

2. Describe what you expect to learn from these courses and how your completion of the courses would be of benefit to students.

Nurse's Signature

Date Submitted