

Ohio Conference Department of Education
LPDC

Preapproval of Professional Growth Activity

**SUBMIT THIS FORM TO THE PROFESSIONAL DEVELOPMENT COMMITTEE
AT LEAST FOUR WEEKS PRIOR TO BEGINNING ACTIVITY.**

1. Complete and submit this form for each activity/class requested.
2. Complete all items pertaining to this activity.

NAME: _____ **DATE OF REQUEST:** _____

- College course
- Workshop
- Conference
- Other _____

University/College/Sponsoring Organization: _____

Workshop/Conference/Course Title and Number: _____

No. of College Credit Hours _____ Type: _____ semester _____ quarter

PDU/CEUs Requested (See page 6): _____ Contact hours: _____

Date(s) of Activity: _____ Time and Location: _____

Cost of Activity: _____



Activity Objectives



Indicate how this activity supports your Professional Development Plan.



PLEASE KEEP A COPY of the COURSE SYLLABUS in YOUR OWN FILES.

TEACHER'S MORAL AND LEGAL AGREEMENT

It is my clear understanding that in exchange for this financial assistance from church funds, I shall be required to fulfill the following obligations:

1. Approved Subjects: Once subjects are approved by the LPDC and Conference Superintendent of Education, there can be no class changes without prior written approval of the LPDC and the Conference Superintendent of Education.
2. Completion of Coursework: If I should withdraw from or fail to complete any course, I will assume full responsibility for the payment of all expenses incurred (tuition, fees, travel, etc.) for that course.
3. One Full Year of Service: It is my responsibility to repay any unamortized balance in my educational assistance account should I leave denominational employment or transfer to another conference before I have given one full year's service for each eight (8) semester hours or fraction thereof for which assistance is provided. If this is not done prior to the issuing of my final paycheck, the balance will be deducted.
4. Accept Responsibility for Transcripts. I will see that an *original copy of the transcript* for this course(s) and a *paid* receipt for any tuition and required fees are provided to the Ohio Conference Office of Education by **October 15** or 30 days after the completion of the coursework. Otherwise, any advances will be deducted from the November paycheck.
5. Per the attached academy's education assistance policy.

Employee's Signature _____ Date _____

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| LPDC USE: Reviewed by _____ Date _____ _____ APPROVED _____ NOT APPROVED <input type="checkbox"/> State Certification <input type="checkbox"/> Denominational Certification |
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| Funding Approval: _____ APPROVED _____ NOT APPROVED <input type="checkbox"/> Education Assistance <input type="checkbox"/> HRD <input type="checkbox"/> Employee Local School Board _____ Academy Administrator _____ Ohio Conference Superintendent _____ |
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