



Professional Advancement Program TIPS

- Become familiar with the details of the Professional Advancement Program. Visit the [Professional Advancement Committee web pages](#) for current chair, members, program details, forms, and meeting information.
- Make application to the committee PRIOR to beginning a degree program, starting credit courses, or attending continuing education courses. Application forms are available on the committee website.
- Application to begin a degree program must include a list and description of courses required for degree completion. The committee will consider the degree program as a whole, making application of individual courses unnecessary.
- Verification of degree and credit course completion is by official transcript. Completion of occupationally related courses can be verified by presenting a signed course completion certificate from the sponsoring organizer or a Professional Advancement Committee Verification of Attendance signed by the presenter. A verification of attendance form is available on the committee website.
- Application for approval of occupationally related coursework must be made within twelve months following course attendance.
- If completion of a degree or coursework during June, July, or August will render the faculty member for salary advancement on July 1st, the applicant must notify the committee no later than May 1st. This allows the finalization of the advancement in time for new contract development.