**Name:­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School District:**

**\_\_\_Hampton Falls \_\_\_North Hampton \_\_\_Seabrook \_\_\_South Hampton \_\_Winnacunnet**

The SAU 21 Collective Bargaining Agreement allows for professional development hours over and above college credit to be converted at the rate of 15 professional development hours equaling one college credit for the purpose of track advancement. Up to 105 hours may be converted in each five-year professional development plan (this conversion is only applicable to the SAU 21 salary schedule and may not be accepted if the staff member seeks employment outside of SAU 21). **Conversion hours must be earned while under the SAU 21 teacher contract.**

Please print out your Portfolio View from *My Learning Plan (MLP)* and highlight the hours that you are seeking to convert. Attach the printout to this form and submit it to the SAU 21 Office.

I hereby apply to convert \_\_\_\_\_\_\_\_\_ hours of professional development as demonstrated by the attached MLP *Portfolio View* printout (and corresponding documentation).

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit(s) Granted: \_\_\_\_\_\_\_\_\_\_\_ Not Granted: \_\_\_\_\_\_\_\_\_\_\_

Reason for Denial:

Appealed to Professional Learning Committee: \_\_\_\_\_\_\_\_\_No \_\_\_\_\_\_\_\_\_Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_Date

Outcome of PLC Appeal: