

**Professional Growth Award  
Workshop**

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**Presented by Kris Lestini and  
Denise Perez  
Thursday, September 22, 2005**




**Committee Members**

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Kristine Lestini, Ellen Mann, Denise Perez,  
Carmela Xuereb and Cynthia Smith



**Professional Growth Award Info**

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- \* **Must complete 200 hours of credited activity, 100 hours of which must have been completed since the last award**
- \* **New employees must complete 1 year of contract employment**
- \* **Eligibility every two years (example: received award in May 2005, next award May 2007, apply in April 2007)**
- \* **Applications must be received by the 10th of the month**
- \* **Annual award amount is \$840 (\$70/month)**
- \* **Maximum award amount is \$5,040 (6 @ \$840)**



**Section 1  
College, Adult Education or Trade  
School Courses (Red folder)**

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Each course must be approved and evidence of successful completion (grade of "C" or better, or Pass from a Pass/Fail basis) filed with the Review Panel. There is NO MAXIMUM and calculation of hours for courses which are assigned a certain number of units will be based on the following:


Foothill and De Anza  
No. of contact hours/week as stated in the Course Inventory Audit Report

Other Colleges

- a. One Quarter unit = 12 hours
- b. One semester unit = 18 hours

Foothill or De Anza Staff Development computer classes (Meeting Maker, Eudora, Word, Excel, Power Point).

**Official transcript or appropriate verification must be submitted.**




**Section 2  
District In-Service Workshops  
(Orange folder)**

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Attendance and participation in voluntary District in service workshops related to the work of the District. Maximum of Twenty-Five (25) hours per award.

Examples: Diversity Workshop, FHDA Sponsored Workshop, Classified Retreat, Professional Growth Workshop, Violence in the Workplace.

**Signed verification of attendance must be submitted.**



**Section 3  
Leadership or Committee Work  
(Yellow folder)**

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Participation in a leadership role or in committee work in local, state, or national professional associations to the extent of the guidelines approved by the Review Panel.

Participation in a leadership role or in committee work in a non professional association to the extent of the guidelines approved by the Review Panel. Maximum of Ten (10) hours per award for this activity.

**Total of the two-50 hours maximum.**

**Signed verification of participation must be submitted.**



**Section 4**  
***District Committee Work  
(Green folder)***

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Participation in District committee work to the extent of the guidelines approved by the Review Panel. Maximum of Fifty (50) hours per award.

Each two hours of committee work under this clause shall earn one hour of credit toward an award.

**Signed committee work verification form must be submitted.**



**Section 5**  
***Job Related Special Activities  
(Blue folder)***


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Participation in job related special activities, such as seminars, conferences, conventions, institutes, and lectures offered by colleges, adult schools, professional associations and community organizations.

Participation in non-job related special activities, such as seminars, conferences, conventions, institutes, and lectures offered by colleges, adult schools, professional associations and community organizations. Maximum of Ten (10) hours per award for this activity.

**Total of the two-50 hours maximum.**

**Signed verification of participation must be submitted.**




**Section 6**  
***Physical Education Activities  
(Red folder)***

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A maximum of Thirty-Six (36) hours for Physical Education credits per award. The exception to this limit is if the Physical Education credits are work related.

**Official transcript or appropriate verification must be submitted.**



***Please remember to submit the following with your application***

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- \* Official Transcript
- \* FHDA Staff Development Verification
- \* Certificates
- \* District In-Service Workshop Verification
- \* Committee Work Verification Form
- \* Workshop Certificates or CEU Verification
- \* Validation of Attendance



***Thank you for attending the  
Professional Growth  
Award Workshop***

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***Don't leave without  
your certificate!***