

MASTER’S DEGREE OR EXTRA CERTIFICATIONS APPROVAL FORM

This form is for certified staff who intend to advance on the Career Ladder as a result of earning a Master’s degree and/or extra certifications. Certified staff who aspire to earn a Master’s degree and/or extra certifications must secure approval prior to starting a program.

NAME: _____ **DATE:** _____ **SCHOOL:** _____

MASTER’S DEGREE PROGRAM		EXTRA CERTIFICATIONS	
Check the box below that applies.		Complete the information below.	
<input type="checkbox"/>	SDOJ – UW-W Program	Check below the certification(s) you are pursuing:	
<input type="checkbox"/>	Other College/Univ.:	<input type="checkbox"/>	Applied Behavior Analysis Certificate
Degree/Field:		<input type="checkbox"/>	Autism Specialist Certificate
Program Title:		<input type="checkbox"/>	Alternative Education (952)
Brief Program Description:		<input type="checkbox"/>	English as a Second Language (ESL)
Provide Program Link or Attach a Copy with Form:		<input type="checkbox"/>	Gifted and Talented Teacher (014)
		<input type="checkbox"/>	Reading Teacher (316)
Estimated Completion Date:		Through UW-Whitewater?	
		<input type="checkbox"/>	Yes
Estimated Completion Date:		Through another college/university?	
		<input type="checkbox"/>	Yes
		Explain:	

Upon completion of the program, employee shall provide the Director of Business Services with the following information in order to advance on the Career Ladder:

Master’s Degree Diploma Copy Transcript Copy

Certificate Title: _____ Transcript Copy

- ◆ Advancement on the Career Ladder will not occur mid-contract.
- ◆ Advancement on the Career Ladder will only occur at the start of each school year.
- ◆ Confirmation of completion of Master’s Degree and/or extra certification must be provided to the Director of Business Services on or before September 1.

SIGN-OFF / APPROVAL SIGNATURES:

BUILDING PRINCIPAL: _____ DATE: _____

C&I DIRECTOR: _____ DATE: _____

SUPERINTENDENT: _____ DATE: _____

Approved Denied

Distribution of Copies Once Approval/Denial Process is Complete:

Director of Business Services	Building Principal	Director of Curriculum & Instruction
HR Department	Staff Member	Personnel File