

## REQUEST FOR NCLB CEU HOURS

*Submit this form if you have met the requirements for the No Child Left Behind Act.*

***The requirements include:***

- *A 2 yr degree, OR a 4 yr degree,*
- *Or, passed the Para Pro Test,*
- *Or, completed all of the competency training offered by the District.*
- *And, are working in an instructionally based position.*

***Documentation of the strategy you use to meet the requirements must be submitted with this form.***

*If you have received notification from the District prior to July 1, 2007 that you have met the NCLB requirements, you do not need to resubmit your documentation.*

**Name:**

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**Current Job Title:**

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I certify that I have met the requirements to receive the 30 CEU's.

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Employee Signature

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Date

***To be completed by Human Resources***

Documentation Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee Meets Requirements: \_\_\_\_\_ Yes \_\_\_\_\_ No

**This employee is eligible to receive the 30 CEU's as described in Article X, Sect. 4 of the MSEA contract.**

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HR Signature

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Date

Effective Date: \_\_\_\_\_

Paraprofessionals who are classified as PSA II – Title are not eligible to receive these CEU hours.  
*A copy of this form will be returned to you, and documentation will be kept in your personnel file.*

White: Employee

Yellow: Human Resources/Employee File