

**WAYLAND PUBLIC SCHOOLS**  
**Wayland, Massachusetts**

**SALARY INCREMENT CREDIT APPLICATION**

**DIRECTIONS:**

To be approved for Salary Increment Credits, you must complete PART I of this form and forward it to the Personnel Office. This procedure does not apply to university courses. Please attach descriptive information (brochures, etc.) if available.

PART II (approval) will be completed by the Assistant Superintendent and the form will be returned to you.

PART III (certification) must be completed by the instructor/presenter and returned to the Personnel Office. As an alternative, you may send a transcript or certificate indicating that you completed course requirements.

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**PART I**

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

School: \_\_\_\_\_ Position: \_\_\_\_\_

Proposed Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Dates of Activity: \_\_\_\_\_ Instructor: \_\_\_\_\_

Location of Activity: \_\_\_\_\_ Clock Hours: \_\_\_\_\_

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**PART II**

Approved

Not Approved

\_\_\_\_\_  
*Assistant Superintendent*

\_\_\_\_\_  
*Date*

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**PART III**

I hereby certify that \_\_\_\_\_ has satisfactorily completed the activity described above for a total of \_\_\_\_\_ instructional contact hours.

\_\_\_\_\_  
*Signature of Instructor/Presenter*

\_\_\_\_\_  
*Date*