

Inservice Education Credit Request

A teacher or student service professional (SSP) must apply and pay for Denver Public School (DPS) inservice credit at the time of the course. This type of credit may be used for salary increment while employed by DPS. *Note: For those in ProComp, this type of credit is not required for the Professional Development Unit process.*

Please print firmly as there are four pages. All parts of the form must be completed, including:

- ✓ Teacher's or SSP's social security number,
- ✓ Course title,
- ✓ Hours: contact and/or college or university,
- ✓ The instructor's section,
- ✓ Coursework completed,
- ✓ Satisfactory attendance, and
- ✓ Instructor's signature and date.

Once completed, the instructor gives the teacher or SSP two copies (pink and gold), keeps one copy (canary), and submits the white copy to Professional Development, Curriculum and Instruction, within five days of the final session of the course.