

## REQUEST FOR PROFICIENCY / PROGRESSION / EDUCATION INCREASE

➤ NOTE: This request form is to be used as a cover sheet for the request packet ✦ Please retain a copy for your records. ⬅

	EMPLOYEE	SUPERVISOR
NAME:		
CLASSIFICATION TITLE:		
PHONE NUMBER:		
EMPLOYEE NUMBER:		
DATE OF HIRE:		
DATE TO CLASS:		
Length of Time You've Supervised this Employee		
Is job performance and workplace conduct appropriate and sufficient?		Choose One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is attendance acceptable?		Choose One: <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST DETAILS	
What is being requested	Proficiency: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th (Choose Only One): <input type="checkbox"/> Progression <input type="checkbox"/> Other <input type="checkbox"/> Education Increase
Explain exactly what is being requested:	

INSTRUCTIONS: All criteria must be met in order for this request to be approved.
To verify all criteria have been met, attach all documentation including but not limited to proof of completion and/or attainment of all required training, certificates, licenses, coursework, classroom hours, apprentice hours as applicable. <b>NOTE: A COPY OF EACH DOCUMENT MUST BE SUBMITTED, EVEN IF SUBMITTED PREVIOUSLY.</b> For example, if a college transcript was submitted with a previous progression or job application, and the current proficiency requires 30 college hours, the college transcript must be included in the Packet.

LIST OF DOCUMENTATION IN THE ORDER ATTACHED	
DOCUMENT NAME	What criteria does this document meet?
1	
2	
3	
4	
5	
6	
7	
8	

*I have attached all the required criteria documentation to be used to evaluate my request. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_