



## ACHIEVEMENT RECOGNITION PRE-APPROVAL REQUEST

*Human Resources Policy 40320: Recognition for Professional and Educational Achievements*

**PART I: Completed by Employee**

Employee's Name: \_\_\_\_\_ Employee's ID#: \_\_\_\_\_

Employee Group:      Classified Staff    Administrative & Professional Faculty    Teaching Faculty

Unit/Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Proposed Achievement:    Certification    Licensure  
                                   Associate's Degree    Bachelor's Degree    Master's Degree    Doctorate

Name of certification, licensure or degree: \_\_\_\_\_

Issuing authority, college or university: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

Describe how this achievement is applicable to your current position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**PART I: Completed by Supervisor**

**GENERAL ELIGIBILITY:** (check all that apply)

- Full-time GCC employee.
- Earned while employed at GCC.
- Applicable to the employee’s current position.
- Increases the employee's effectiveness in the performance of their duties.
- Adds value to agency operations.

**CERTIFICATION / LICENSURE:** (check all that apply)

- Has a strong reputation in the profession/industry.
- Sought by employers as a standard for employment in the particular field.
- Oral and/or written examination requirement.
- Number of hours of class time required \_\_\_\_\_.
- Membership in a professional organization is a result of achievement.
- Requires continuing education to maintain or renew.
- State or federal government is the licensing agent.
- Awarded from a regionally accredited higher education institution.
- Carries such recognition that it is a recruitment and compensation factor.

**DEGREE ATTAINMENT:** (check if applies)

- Awarded from a regionally accredited higher education institution.

**INELIGIBILITY FACTORS:** (check if applies)

The following factors should be considered as reason why may not be eligible for recognition achievement:

- State or agency mandated training requirement.
- Employee may not continue in position without this certification.
- Does not apply to employee’s current position at GCC.
- Required as a condition of new employment at GCC.
- Determined to be a certification of completion for a course, class, workshop, training or professional development rather than a certification.

**IMMEDIATE SUPERVISOR:**       **APPROVED**       **DENIED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CABINET MEMBER:**       **APPROVED**       **DENIED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Submit completed form to GCC’s Office of Human Resources.***