



## OFFICE PROFESSIONALS INCENTIVE PROGRAM Level Change Application

Name: \_\_\_\_\_ District ID#: \_\_\_\_\_

School/Department: \_\_\_\_\_

Job Assignment: \_\_\_\_\_

I am applying for: Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐

Date of Office Professionals Employment Contract: \_\_\_\_\_

List all courses/workshops applicable to this application. Credit earned prior to July 1, 1981 cannot be used.

	Date Earned	Name of Course/Workshop	Approved by	Semester Credit Earned*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

\*See Credit Conversion Table on the "OPIP District Guidelines" document.

This application must include documentation of individual course/workshop approval and verification of completion for all courses/workshops listed above. Official transcripts or certificates are appropriate forms of verification (including MIDAS transcript). **Submit directly to Human Resource Services.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### Credit Approval – Office Use Only

Reviewed by: _____	Date: _____
--------------------	-------------