

**Mt. Blue RSD Course Approval Form – Professional & Support Staff Only**

Date Submitted: \_\_\_\_\_ (Please submit one semester/term at a time)

**Applicant Information\***

Employee ID#: \_\_\_\_\_

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

Building/Dept: \_\_\_\_\_

**Position - Circle One:**

Professional Staff                      Support Staff

**College Information\***

College Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Course Information\***

Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Purchase Order/Payment Information\***

Tuition Cost ONLY: \_\_\_\_\_

Cost Per Credit: \_\_\_\_\_

Book Cost: **NOT Covered**

Fees: \_\_\_\_\_

(Only covered if **Support Staff** per contract)

**Total Amount:** \_\_\_\_\_

**(MUST attach proof of course cost & fees)**

**Please check which applies & attach evidence of status and/or requirements:\***

\_\_\_\_ Currently not certified/Licensed.  
\_\_\_\_ Course is required by deficiency letter for Emergency or Conditional Certification.  
\_\_\_\_ Certification/Licensure expires June 30<sup>th</sup> of this contract year.  
\_\_\_\_ Matriculated in program, please specify \_\_\_\_\_  
\_\_\_\_ Other instructional purpose, please specify \_\_\_\_\_

**Applicant must complete all areas with \***

**Building Admin Review**

\_\_\_\_ Approved                      \_\_\_\_ Denied

Signature: \_\_\_\_\_

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

Acct # \_\_\_\_\_  
if budgeted at your building level.

**Superintendent's Review**

\_\_\_\_ Approved.                      \_\_\_\_ Denied

Signature: \_\_\_\_\_

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

**Office Use Only**

REQ # \_\_\_\_\_

Email employee \_\_\_\_\_

**Office Use Only**

PO# \_\_\_\_\_

PO Total \_\_\_\_\_

PO Date: \_\_\_\_\_

Invoice Paid Date: \_\_\_\_\_

**COMPLETION:**

\_\_\_\_ Transcript Received

\_\_\_\_ Course Cancelled

TRANSCRIPT: Applicant **MUST** submit transcript for completed course to Superintendent's office according to the terms of the collective Bargaining Agreement. Future courses will not be considered until the transcript is received.

**Updated 8/24/23** →  
**See chart for more information.**

**COURSE APPROVAL TABLE – PROFESSIONAL & SUPPORT STAFF**

Category	Tuition - Total Credit Hours	Fees	Book Cost
*PROFESSIONAL STAFF	Cost is covered up to UMO Grad Rate \$567 per credit hour, max 9 credit hours. 3 Credit course = \$1701.00	Not included	Not Included
*SUPPORT STAFF	Cost is covered up to UMF Undergrad Rate \$400 per credit hour, max 12 credit hours. 3 Credit course = \$1,200.00	Included at undergrad UMF fee rate \$123.00.	Not Included

**All staff must have Superintendent's approval PRIOR to signing up for the course. Must send in transcripts once course is completed to the Superintendent's office.**

**\*NOTE:**

**If the course costs more than the contracted agreement, the employee is responsible for the balance.**