REQUEST: _____ BLOCK OF CREDITS

_____ LEVEL MOVE FROM ___ __ TO _ _____,

based on: _____________________________ _

_____ OTHER: _________________________________

NAME ____ ID# ________________________

ADDRESS ____ ZIP ___________

PRESENT POSITION __________________________ ______________ CURRENT LEVEL ______________

YEARS OF NASSAU BOCES SERVICE ___________ LOCATION ________________________

BLOCK OF CREDITS:
Salary adjustment can be sought as a result of completing a block of nine (9) credits which may include
college/university, AOTA/APTA, or in-service credit relating to occupational or physical therapy.

All courses submitted for salary adjustment must have received prior approval in My Learning Plan,
to us in a sealed envelope from the issuing institution is required for final approval of a college or university course. A certificate of completion which includes your name, date of course completion, number of credits or hours earned, and
an official signature is required for final approval of an AOTA/APTA or in-service course.

LEVEL MOVE:
List all degrees and certifications earned and courses being submitted for credit requirements on the following page.

College or university course submissions require an official transcript sent directly to us in a sealed envelope from the issuing institution. In-service course submissions require prior approval in My Learning Plan and a certificate of
completion which includes your name, date of course completion, number of credits or hours earned, and an official signature.

Please refer to the agreement for Physical and Occupational Therapists, Article V, Section 1, for more details.

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