

**Cohoes City School District**  
**Graduate/In-service Credit/Professional Development Application**

**Teacher's name:** \_\_\_\_\_

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

**School:** \_\_\_\_\_

Institution	Name of course taken	Graduate Credit Hours	In-service credit hours	Professional Development Hours (Y/N) – How many?	Date of course	Is Course During School Day (Yes/No)

**Teacher's Signature/Date:** \_\_\_\_\_

**Principal Approval/Date:** \_\_\_\_\_

**Assistant Superintendent/Date:** \_\_\_\_\_

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Graduate credits are paid in clusters of six (6) hours, any number not divisible by six (6) results in “leftovers” that are not eligible for compensation.  
 15 Hours of in-service equals one (1) graduate credit hour.  
 To qualify for salary increase this form must be submitted by September 15 of the current school year.