

## QUICK DIRECTIONS TO SUBMIT FOR PROFESSIONAL DEVELOPMENT ACTIVITY

### Individual Activity (i.e., conference, lecture, course, observation)

- Complete the online Professional Development Activity form (PDF or DocuSign).
- Submit the completed form with the appropriate signatures, conference literature, and course information electronically or deliver to Christina Rivera, Training and Development Manager, in room 1544F, up to forty-five (45) days prior to the date of the event.
- Include all estimated expenses for the training.

#### Notes:

- If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.
- Out-of-state travel needs the approval of the college president.
- Calculate the cost of travel for the Professional Development Activity form.
- Should a request come in three weeks or less prior to the activity, please note that approval process may not be made in time for the Business Office to cut a check. If you have any questions, please contact Christina Rivera.
- **Criteria for approving professional development request is on page 5.**
- **Information on what happens next is on page 6.**

### Examples

#### Individual Request:

Staff work with the supervisor to determine individualized professional development goals. Examples include:

- ✓ Conferences
- ✓ Site visits to other campuses, area schools, agencies, facilities, etc. for observations, demonstrations, professional development conversations, etc.
- ✓ Attending needed workshop or training, etc.