



Professional Development

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Classified Professional Development Application Processes

The Classified Professional Development Program provides opportunities for Classified Staff to attend work-related conferences, workshops, seminars or to complete college coursework.

Eligibility

Classified Professional Development funds are available to classified employees who have completed probationary status. The Cañada College Classified Professional Development Program supports the development of:

- Job-related skills and knowledge
- Knowledge and skills for professional advancement
- Work, life, balance associated with job performance

Professional Development funds are allocated on a fiscal year basis (July 1 – June 30). Applicants may request up to \$2,500 for a combination of conferences, workshops, and tuition reimbursement for the FY24-25 pilot program. Due to limited funding, applications are approved on a first-come, first-serve basis. Funds must be requested in advance of the conference/workshop/tuition reimbursement opportunity in order to determine fund availability. The professional development amount awarded will be stated on the approved application form. Application status will be notified to the applicant by the Cañada College Business Office via email.

Conference/Workshop Application Process

Please review the SMCCCD Travel Policy for more information on reimbursements: [Domestic Travel Policy](#) or [International Travel Policy](#)

Prior to the Conference/Workshop

Applicants should complete the following steps at least **30 days** prior to the conference/workshop:

- Complete the [Cañada Classified Professional Development Application](#) including supervisor's signature.
- If requesting an Advance Check, complete the [Conference Pre-approval / Advance Form](#), including supervisor's signature. Please check the 'ADVANCE CHECK REQUESTED' box at the top of the form.
- Submit the signed Professional Development Application form and Conference Pre-approval / Advance Form (if applicable), along with supporting documentation, such as conference agendas, registration fee, lodging cost, travel cost estimates, etc., to Cañada College Business Office at CANBusinessOffice@smccd.edu.

Applications will be reviewed in accordance with the [Classified Professional Development Application Process](#).

After the Conference/Workshop

Classified Staff approved for Conference/Workshop Reimbursement must complete the following steps within **30 days** of attendance or completion of the conference/workshop:

- Complete the [Statement of Conference Expense](#) form, including supervisor's signature.

Submit the Statement of Conference Expense form and supporting documentation (listed below) to the Cañada College Business Office at CANBusinessOffice@smccd.edu

- Copy of the approved Professional Development Application form.
- Copy of the Conference Pre-approval / Advance Form (if applicable).
- Itemized original receipts of ALL payments requested for reimbursement for travel, lodging, meals, registration, etc..
- Conference/workshop agenda.
- Map indicating mileage (if applicable).

Cañada Tuition Application Process

Eligibility

Prior to the class beginning, applications must meet the following requirements:

- Coursework must be related to professional development (work-related skills and knowledge) or growth (advancing role within the institution), or part of a college degree program.
- Courses must be taken at an accredited institution.
- Applicant must receive a minimum grade of C in the course(s) receiving reimbursement.
- Reimbursement is for tuition and textbooks only (fees, meals, mileage, and related expenses are not included).
- Applicants participating in the District SMCCCD Pilot Tuition Reimbursement program are not eligible for Cañada Tuition Reimbursement for the same program.
- Applicants are encouraged to discuss their long-term educational/professional development plans with supervisor(s).

Application Steps

Before Your Course(s) Begins

- Register for the course
- Complete the [Cañada Classified Professional Development Application](#) including supervisor's signature.
- Submit the signed Classified PD Application and a receipt for tuition paid to Cañada College Business Office at CANBusinessOffice@smccd.edu.

Applications will be reviewed in accordance with the [Classified Professional Development Application Process](#).

After Completing Your Course(s)

Classified Staff approved for Tuition Reimbursement must complete the following steps within 30 days of course completion:

- Complete the [Request for Reimbursement](#) form, including supervisor's signature.
- Submit signed reimbursement form, transcripts, and proof of payments to the Cañada College Business Office at CANBusinessOffice@smccd.edu.

Student Resources

- [Academic Calendar](#)
- [Canvas](#)
- [Catalog / Schedule](#)
- [Financial Aid Eligibility](#)
- [Library / Bookstore](#)
- [Student Email](#)
- [WebSchedule / WebSmart](#)

Security

- [Clery Act](#)
- [Emergency Information](#)
- [Privacy Policy](#)
- [Report Concerning Behavior \(CARES Report\)](#)
- [Sexual Harassment \(Title IX\)](#)
- [Website Accessibility](#)

Campus Information

- [Accreditation](#)
- [A-Z Site Index](#)
- [Campus Map](#)
- [Consumer Information](#)
- [Employee Directory](#)
- [Search](#)
- [Student Outcomes](#)

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