

CAÑADA COLLEGE PROFESSIONAL DEVELOPMENT APPLICATION

Administrator/ Academic Supervisory

Conference/Workshop

The Professional Development Program provides administrators and managers opportunities to attend work-related conferences and workshops. Applicants must be permanent employees who have passed their six-month probation period. Professional Development funds are allocated on an annual basis (July 1 – June 30). Funding is limited; therefore, funding amounts are subject to change. Applications are approved on a first-come, first-serve basis. The amount awarded will be stated at the bottom of the approved application.

Applicant	
Name:	Today's Date:
G#:	Division/ Org #:
This professional development opportunity will primarily (select one):	Position Title:

Conference/Workshop	Estimated Expenses	
Title:	Registration	
Date(s):	Lodging	
Location (City, State):	Meals	
Have you attended this conference/workshop before? Y N	Transportation (Airfare/Taxi/ Ride-Share/Mileage/Tolls/Parking)	
Is this a mandatory training? Y N	Total Estimated Expenses	

For an ADVANCE check request. Please complete and submit the [Conference Advance Form](#) with this application.

Summarize how this professional development opportunity will benefit you and Cañada College.

Submit the application to the Business Office at least **30 days** prior to the conference date; CANBusinessOffice@smccd.edu.

***I have read and understand the procedures of the Professional Development funding application, including the SMCCCD travel policies ([Domestic](#)/[International](#)). I agree to the terms and conditions of submitting this application.**

*Employee Signature:	Supervisor Signature:
----------------------	-----------------------

----- Professional Development (PD) Committee Approval -----

VPAS Signature:	President Signature:
PD Approved Amount:	PD Fund Account # (FOAP):
Remaining balance (Dept. Funds):	Depart. Fund Account # (FOAP):