

CAÑADA CLASSIFIED PROFESSIONAL DEVELOPMENT APPLICATION

Conference/Workshop or Tuition Reimbursement

The Classified Professional Development Program provides opportunities for classified staff to attend work-related conferences and workshops and/or to complete college coursework. Applicants must be permanent employees who have passed their six-month probation period. Classified Professional Development funds are allocated on an annual basis (July 1 – June 30) and limited to \$1000 for conferences/workshops and \$1400 for tuition reimbursement. Applicants will need to identify additional funding sources for conferences/workshops that exceed the \$1000 limit. Professional development funding is limited; therefore, funding caps are subject to change and all applications are approved on a first-come, first-serve basis.

Name: _____ Passed Probation?
Yes _____ No _____

Today's Date: _____ G#: _____

Job Title: _____ Years in position: _____

Division/Depart.: _____

This professional development opportunity will primarily (select one):

enhance my effectiveness in my current position enhance my role in the institution enhance my physical or mental well-being

Conference/Workshop	
Title: _____	
Conference Date(s): _____	
Travel Dates: _____	
Location: _____	
Estimated Conference/Workshop Expenses	
Registration	\$ _____
Airfare/Transportation/Tolls	\$ _____
Lodging	\$ _____
Meals	\$ _____
Total Estimated Expenses	\$ _____
Expenses Beyond \$1000 Conference/Workshop Limit	
Other College Funds	\$ _____
Acct. # _____	
Other College Funds	\$ _____
Acct. # _____	

Tuition Reimbursement		
School: _____		
Major: _____		Session: _____
Course Title(s)	Units	Dates
Estimated Tuition Expenses (\$1400 annual limit)		
Tuition		\$ _____
Textbooks		\$ _____
Total Estimated Expenses		\$ _____

Proof of satisfactory completion of approved coursework with a grade of "C" or better AND proof of tuition/textbook payment are required when submitting Request for Reimbursement form.

Does this coursework lead to a certificate or degree? Y N

If yes, please indicate educational goal:

Certificate Associate Bachelor's Master's Doctorate

Expected completion date:

Have you attended this conference/workshop before? Y N

Is this mandatory training? Y N

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

Employee Signature	Supervisor Signature	Administrator Signature
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Classified Professional Development Committee Approval

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Submit this application to the Cañada Business Office at least 30 days before conference date or course start date to
sosachantal@smccd.edu.

7/31/19