**CLASSIFIED PROFESSIONAL DEVELOPMENT FUNDS**

**GUIDELINES**

1. Each applicant must have a current professional development plan on file in Human Resources in order to access professional development funds.
2. The annual maximum award is $2000 per year.
3. Funds are awarded on a first-come/first-served basis.
4. Each application and RFP/Travel Voucher must be signed by the appropriate supervisor and employee prior to submission to HR and include employee ID#.
5. The application will be approved by HR unless all funds available for that year have been committed or the applicant has used the maximum award available.
6. Use of a **College credit card** to pay for professional development activities must be pre-authorized by HR.

**WHAT FORMS SHOULD BE SUBMITTED TO HUMAN RESOURCES?**

* Application for Classified Professional Development Funds Request – Signed by employee and supervisor
* Travel Voucher or RFP (HR will fill in the account number) – Signed by employee and supervisor
* Receipts reflecting payment taped to an 8.5 x 11 sheet of paper
* Attach agenda or activity information.

**Forms to submit if using professional development to pay for course fees at CCC**

* Classified Professional Development Funds Request – Signed by employee and supervisor
* Print out of fees due
* Print out of currently registered classes