



COCC Administrator/Confidential Professional Development Fund (PDF) Request

Professional Development Funds (PDF) are provided for both long- and short-term activities to eligible Administrators and Confidential employees who have completed their probationary period at the College (Administrators – one year; Confidential – six months). The professional development fund supports an employee furthering their educational degree goals, and/or seeking opportunities to achieve enhanced learning, knowledge and goal attainment related to their professional career. Please review the Administrator and Confidential Handbook section 16 for full details.

Activities for Administrator and Confidential employees’ professional development are required to be related to the employee’s position and/or future professional development at the College and must meet at least one of the following outcomes:

- 1) Contribute to the improved learning and/or professional capacity related to your current responsibilities at COCC.
- 2) Meet goals for completion identified in an Annual Performance Evaluation.
- 3) Support future professional development to enhance professional career opportunities at COCC.

Details:

- Up to \$2,000 may be requested by an employee in a fiscal year.
- Pre-approval (via this form) from the supervisor and appropriate Vice President is required for PDF requests.
- Submit the a reimbursement request via email within 14 days of the completion of the PDF activity to MyHR@cocc.edu. Attach the pre-approved PDF request, documentation of participation, and itemized receipts. HR will then initiate the check request process with Fiscal.
- The professional development must take place in the same fiscal year as the reimbursement request with all requests submitted by June 1 to Human Resources (HR) (MyHR@cocc.edu).
- Applicants may be asked by their supervisors to share learnings with their department or others.

Name:	Date:	Employee ID:			
Have you been employed by COCC for the required probationary period?		Yes		No	
Summarize the Professional Development Opportunity:					
Date(s) and Location(s) of Event:					
How will this experience benefit to you and COCC?					



Amount of funds requested: \$
 Amount of funds previously requested this fiscal year: \$
 Balance for this fiscal year: \$

Provide an estimate of expenses (registration, travel, meals, etc) – [as applicable, refer to travel-related procedures](#)

	\$	
	\$	
	\$	
TOTAL EXPENSES	\$	
Funding Sources		
PDF Funds requested:	\$	
Department funds available:	\$	
Other Funds (please specify):	\$	
TOTAL FUNDING	\$	
Total		

Professional development activities for Administrator and Confidential employees, and the approval, thereof, will be solely at the discretion of the College and is designated to the appropriate Vice President and Human Resources for review and approval. Human Resources will follow up with the employee, supervisor, and appropriate Vice President after review of the PDF request.

*Under extenuating circumstances, with supervisor and HR approval, funds may be reimbursed prior to completion of the learning opportunity if a significant discount can be obtained by advance payment and/or if the amount creates a hardship for the employee.

Review and Approvals - Submit the pre-approved form to MyHR@cocc.edu for review.

Employee signature Date

Supervisor Signature Date

Vice President Signature Date

HR Review Outcome Funded Amount from PDF

Note if Funded or Not Funded and Amount

HR Review Signature Date