Columbia College
Professional Development Request Form

INTRODUCTION

All programs and departments at Columbia College have a budget for individual or program development.

Approved professional development activities may qualify to be <u>reimbursed for up to $500</u> per Full Time Equivalent hours worked per year, as long as the program has budget dollars. An employee must have completed their probationary time before any funds would be approved.

An employee first identifies interest in a course. After gathering the required information, the employee submits the information to their supervisor/manager for approval. Once approval has been received, the employee may enroll in the course.

This signed application should be submitted to accounting after approval and enrolment has occurred.

Professional Development activities include but are not limited to courses, workshops, seminars for individuals. A manager may choose to use professional development budget dollars towards guest speakers at team meetings, or other activities suitable for the whole department, rather than individual basis. Use of professional development funds is at the discretion of the manager.

Section 1 - Personal Information – Submit to Chair/Manager

Employee Name:	Date
Position:	Program / Department:

Section 2 – Description of Learning Activity – Attach to this form, where necessary

Summary of Activity: Provide Course Outline, if available Does this activity relate to your performance evaluation? Describe the Activity and reason for enrolling. Include Statement of Expenses Proof of Completion		
Activity Date:	Location:	Cost:

Section 3 – Program/Department Approval – Completed by Manager or Designate

Current Year Previously Approved Professional Development Activities	$
Does the Manager support this Professional Development Activity?	
Who receives reimbursement, employee or vendor?	
Other Program Development Activities to be Delivered in Current Year Program Budget	
Program Chair /Manager Signature:	Date:

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Document Number: ADM-F038
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Revision Date: January 22, 2021
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Section 4 – Reimbursement

If/when an organization requires payment before the course begins, the employee would pay for the Course and follow procedure below.

Attach a copy of proof of payment for expenses. Include transcript/completion certificate or whatever record available to indicate the employee attended the activity. **Submit final documents to Accounting when completed.** Accounting will reimburse the approved amount of completed forms when all required documents have been submitted. The employee should allow 3 weeks for reimbursements processing.

Managers have the right to ask an employee to share with their team information about the activity and what they learned.

By signing this document, I give consent for the College to collect, use, and disclose the above personal information as required for purposes deemed consistent and reasonable within the regular operations of the College as permitted by relevant privacy laws or other laws. See Columbia College's information security policies for further details on the collection, use, and disclosure of personal information.

Employee's Signature	Date

For Accounting Use Only	
Completed:	Date:

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