Professional Development Funding

Instructions - How to Apply

OVERVIEW

At Clark College, we value personal and professional growth. In showing our commitment, we offer professional development funding to staff. As listed in the Administrative Policies and Procedures, 650.005 Staff Development Funds, Human Resources administers professional development funds for classified and administrative/exempt employees.

General guidelines used for approving staff development requests are as follows:

- Retraining
- Consultants Hired for Presentations to Large Groups of College Employees
- Tuition for Clark College Corporate and Continuing Education Classes
- Conferences and Workshops
- Development or Training Emphasis

In-state conferences and workshops are generally less expensive than those held out-of-state. It is often possible to divide the costs between several budgets in order to stretch staff development dollars.

Out-of-state conferences and workshops are low priority for staff development dollars unless the employee is a presenter or has some significant involvement in the program. When appropriate, expenses may be shared among the staff development budget, department budgets, and vocational funds.

Funding requests must be received at least 14 days of advance of a development activity, and before June 1.

Admin/Exempt/Temporary Hourly employees can request up to $300 per fiscal year.

Classified employees can request up to $800 per fiscal year ($500 from classified staff funds and $300 from the Foundation) *after* their probationary period.

REQUESTING OFF CAMPUS, IN-STATE TRAINING

Before training, complete and submit the following with your funds request form(s) at least 14 days prior to your development activity and before June 1:

1. ☐ **PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM(S)**
   a. Fill out the appropriate Employee Funds Request, located on the Employee Development page**.**
      i. **Admin/Exempt/Temporary Hourly** employees will use the $300 request form titled "Admin, Exempt/Temporary Hourly."

      ii. **Classified** employees can use both the $500 and $300 request forms. For example, if a registration fee is $535, the employee can choose to request $500 from classified funds and the remaining $35 from foundation funds. **Both** Employee Funds Request forms need to be signed by both the employee/supervisor then submitted.

2. ☐ **ATTACH TRAINING/SESSION INFORMATION**
   a. Attach a full description of the training/development activity.
   b. Location and date(s) of activity.
   c. Include a full breakdown of all costs, to include mileage, lodging, meals, and registration.
   d. Write a short summary of how the conference/session/training/certification relates to your professional goals and aligns with the College's mission/values/strategic plan.
   e. Include registration confirmation (with your information) or the designated page showing where to register (for Purchasing).

3. ☐ **TRAVEL REQUEST AUTHORIZATION (TRA)**
   a. Submit a TRA for sessions requiring travel and are off campus (even if they are in Vancouver, WA). This form is located on the Purchasing Intranet page.
   b. The Travel Request Authorization must be sent to Human Resources – Employee Development along with your request form before being sent to Purchasing.

c. Identify other sources of funds that will be utilized if requesting over the maximum limit of professional development funds.

4. ☐ **Submit all paperwork** in steps one through three (preferably all at once) to the Human Resources Employee Development Manager (Attn: Vanessa Neal). You can submit your paperwork to BRD 133 **or** GHL 206I.

The Human Resources, Employee Development Manager will contact you by e-mail regarding the status of your request and whether or not it has been approved.

Note: *The employee's department may be asked to cover a portion of the expenses depending upon the total cost of the training.*

REQUESTING ONLINE TRAINING
(ONLINE TRAINING/WEBINARS/EXAMS/BOOKS/ETC.)

Before training, complete and submit the following with your funds request form(s) at least 14 days prior to your development activity and before June 1:

1. ☐ **PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM(S)**
   a. Fill out the appropriate Employee Funds Request, located on the Employee Development Intranet page.
      i. **Admin/Exempt/Temporary Hourly** employees will use the $300 request form titled "Admin, Exempt/Temporary Hourly."

      ii. **Classified** employees can use both the $500 and $300 request forms. For example, if a registration fee is $535, the employee can choose to request $500 from classified funds and the remaining $35 from foundation funds. **Both** Employee Funds Request forms need to be signed by both the employee/supervisor then submitted.

2. ☐ **TRAINING/SESSION INFORMATION**
   a. Full description of the training/development activity.
   b. Date(s) of activity.
   c. Include a full breakdown of all costs, to include registration, fees, etc.
   d. Write a short summary of how the conference/session/training/certification relates to your professional goals and aligns with the College's mission/values/strategic plan.
   e. Include any registration confirmations (with your information) or the designated page showing where to register (for Purchasing).

3. ☐ **Submit all paperwork** in steps one through three (preferably all at once) to the Human Resources Employee Development Manager (Attn: Vanessa Neal). You can submit your paperwork to BRD 133 **or** GHL 206I. The Human Resources, Employee Development Manager will contact you by e-mail regarding the status of your request and whether or not it has been approved. If approved, your paperwork will be sent back to you with instructions on how to submit an online Procure + requisition.

REQUESTING OUT-OF-STATE TRAINING
(EXCLUDING OREGON)

Before training, complete and submit the following with your funds request form(s) at least 14 days prior to your development activity and before June 1:

1. ☐ **PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM(S)**
   b. Fill out the appropriate Employee Funds Request, located on the Employee Development Intranet page.
      i. **Admin/Exempt/Temporary Hourly** employees will use the $300 request form titled "Admin, Exempt/Temporary Hourly."

      ii. **Classified** employees can use both the $500 and $300 request forms. For example, if a registration fee is $535, the employee can choose to request $500 from classified funds and the remaining $35 from foundation funds. **Both** Employee Funds Request forms need to be signed by both the employee/supervisor then submitted.

2. ☐ **TRAINING/SESSION INFORMATION**

   a. Full description of the training/development activity.
   b. Location and date(s) of activity.
   c. Include a full breakdown of all costs, to include mileage, lodging, meals, and registration.
   d. Write a short summary of how the conference/session/training/certification relates to your professional goals and aligns with the College's mission/values/strategic plan.
   e. Include any registration confirmations (with your information) or the designated page showing where to register (for Purchasing).

3. ☐ **TRAVEL REQUEST AUTHORIZATION**
   a. Submit a TRA for sessions requiring travel and are off campus (even if they are in Vancouver, WA). This form is located on the Purchasing Intranet page.
   b. The employee's direct supervisor and respective Executive Cabinet member (Vice President) must sign the Travel Request Authorization. Any

budget number that will be used in addition to employee development funds must be listed on the form before it is sent to Human Resources.

4. ☐ **Submit all paperwork** in steps one through three (preferably all at once) to the Human Resources Employee Development Manager (Attn: Vanessa Neal). You can submit your paperwork to BRD 133 **or** GHL 206I.

The Human Resources, Employee Development Manager will contact you by e-mail regarding the status of your request and whether or not it has been approved. If your out-of-state request is approved by Employee Development, your forms will be sent to the President's Office for final approval. If the President approves the request, your paperwork will be sent to Purchasing for processing.

***Note**: The employee's department may be asked to cover a portion of the expenses depending upon the total cost of the training.*

AFTER TRAINING

EMPLOYEE RESPONSIBILITY

- It is your responsibility to verify the actual amount of funding used by sending an email to Vanessa Neal, vneal@clark.edu, outlining the actual amount of funds used (i.e.: if there are past due charges, tax, etc.).

- If you decide **not** to use your approved funds, email Vanessa Neal and Lisa Hasart to notify of the cancellation.

- If there is any variation in the cost of your travel than what was initially approved, please note that your department *may* become responsible for the remaining amount.

Remember:

✓ It is the employee's responsibility to cancel registration or make arrangements to do so. If at all possible, please cancel within the appropriate timeframe to receive a full or pro-rated refund.

✓ **For sessions through Corporate & Continuing Education, there is no need to complete a Procure + requisition or Travel Request Authorization form. Submitting a Request for Funds form is all that is required for processing**

For questions, please contact Human Resources, Employee Development, X2317.