

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](#),

Eligibility:

Admin/Exempt/Temporary Hourly employees

- Can request up to \$300 per fiscal year
- Funding is provided by the Foundation Funds
- Temporary Hourly employees (limited eligibility)

Classified employees

- Can request up to \$800 per fiscal year
- Up to \$500 from classified Staff Development funds and up to \$300 from the Foundation Funds
- Classified Employees are eligible *after* they complete their probationary period.

Eligibility may vary by employee type and fund source. Check with HR or your supervisor.

What's Covered:

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

- Retraining
- Consultants Hired for Presentations to Large Groups of College Employees
- Continuing education course(s), certification(s), tuition*
- Conferences and Workshops
 - In-state conferences are generally prioritized over out-of-state conferences unless the employer is a presenter
- Development or Training Emphasis
- Membership renewal – must be directly related to your current position
- These funds support self-directed employee development activities. Supervisor-directed activities must be funded through other sources.
- Travel

Funds cannot be used to supplement a department's existing operating budget, examples of ineligible requests are office books or department subscriptions, computer equipment, non-job-related expenditures.

**Talent Development recommends that employees first review the [Tuition Waiver](#) Assistance Program to check if the tuition request meets the eligibility criteria first before requesting staff development funds for tuition. If submitting funds for tuition the course must be related to your current job duties and support growth in your role.*

Application Timeline

- Apply at least 4 weeks before your event or expense.
- Final deadline: June 1 (fiscal year ends June 30).

How to Apply – 4 Easy Steps

Step 1: Talk to Your Supervisor

- Confirm the activity supports your role and department goals.
- Check your available PD fund balance with your supervisor and/or HR.

Step 2: Fill Out the Online Request Form

- Use the PD Funds Request Form: <https://clarknet.clark.edu/sp-forms/prof-dev-funds-request/index.php>
- Include: description, dates, costs, and benefit to your work.

Step 3: Submit for Review

- Your form goes to HR and your Supervisor.
- Human Resources will evaluate based on:
 - Alignment with Clark College's core themes,
 - Relevance to job duties
 - Availability of funds.
- You'll get an email within 2 weeks with pre-approval information and/or follow-up questions.

Departments may be asked to cover part of the cost if it exceeds approved funding.

Step 4: Attend & Submit Documentation

- Save receipts and proof of participation.
- After the event, you may need to submit:
 - Summary of what you learned
 - Receipts and payment confirmation
 - Travel report (if applicable)

Expense & Reimbursement Process

- Department admin submits a ctcLink requisition on your behalf.
- Expenses must be in your name and reflect PD event details.
- Attach HR approval email to the requisition.
- Requisition instructions available at [myClark Finance](#).

If the cost exceeds the approved amount the employee's department budget may cover the remainder of the expense.

Travel Authorization

In-State Travel

- HR completes online travel authorization after approval.
- Instructions available at **myClark Finance**.
- Use designated PD budget(s).

Out-of-State Travel (excluding OR & ID)

- You must obtain **advance email approval** from:
 - Supervisor
 - Director/Dean/Vice President (if required)
- Email subject: "OUT OF STATE TRAVEL REQUEST for [Your Name]"
- Include:
 - Business purpose and expected benefit
 - Destination
 - Travel dates
 - Estimated cost
- Attach approval to your PD Funds Request.

Petty Cash Reimbursement

- For approved requests under **\$100 (including tax/fees)**.
- Your department will process petty cash payment via ctclink.
- Submit proof of purchase.
- Contact **Purchasing Department**:
 - Email: purchase@clark.edu
 - Phone: (360) 992-2298

Quick Reminders

- Use funds **before June 30** – they do **not** roll over!
- Notify HR if you cancel or don't use all approved funds.
- A short post-activity report may be required for your **Performance Development Plan**.
- If you pay with personal funds, reimbursement is limited to **petty cash** (max \$100).

Questions?

Contact **Human Resources – Employee Development**

Phone: x2105

Email: hr@clark.edu