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 cost between several budgets in order to stretch staff development dollars. Out-of-state conferences and workshops are low priority for staff development dollars.

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* the initial probationary period.

REQUESTING OFF CAMPUS, IN-STATE TRAINING

Before training, complete and submit the online funds request form at least 14 days prior to your development activity and before June 1:

1. **PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM(S)**
   a. Fill out the online Employee Funds Request form:
      https://clarknet.clark.edu/forms/hr-prof-dev/index.php
      i. **Admin/Exempt/Temporary Hourly** employees can request up to $300
      ii. **Classified** employees request up to $800

2. **TRAINING/SESSION INFORMATION (fill in each field with an asterisk form)**

   a. Event Title
   b. Event Date
   c. Event Location
   d. Employee Name (First and Last)
   e. Email
   f. Phone Extension
   g. Employment Type
   h. Department
   i. Type of Training
   j. Event Registration
   k. Travel to include lodging/meals
   l. Books/materials
   m. Total Cost
   n. List the intent of your request
   o. Attach a full description of the training/development activity (use the attachment section)
   p. Supervisor name (first and last)
   q. Supervisor email
   r. Confirm supervisor permission obtained
   s. 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.

3. **TRAVEL AUTHORIZATION USING ctcLink (if traveling in-state)**
    a. ***After*** you receive an approval email from Human Resources, you will then fill out an online travel authorization:
        i. Follow the Travel Authorization and Approval instructions which are posted to myClark Finance
        ii. You will be required to use your department's budget number to pay for the cost
        iii. *After* your department pays for fees using ctcLink, the General Ledger Non-Grant Entry Form filled out (this can be found on the Forms page). There is a step-by-step General Ledger Entry Guide also located on the Forms page
        iv. Confirm that your fees have been paid by Purchasing before submitting the General Ledger Non-Grant Entry form to Human Resources, Employee Development (hr@clark.edu)
        v. Funds will then be transferred back to your department

Human Resources will contact you by e-mail regarding your request and whether or not it has been approved. *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 attending an online training, webinar or purchasing an exam, book, etc. complete and submit the online funds request form at least 14 days prior to your development activity and before June 1:

1. **PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM(S)**
   a. Fill out the online Employee Funds Request form:
      https://clarknet.clark.edu/forms/hr-prof-dev/index.php
      i. **Admin/Exempt/Temporary Hourly** employees can request up to $300
      ii. **Classified** employees request up to $800
2. **TRAINING/SESSION INFORMATION (fill in each field with an asterisk on the online form)**

   a. Event Title
   b. Event Date
   c. Event Location
   d. Employee Name (First and Last)
   e. Email
   f. Phone Extension
   g. Employment Type
   h. Department
   i. Type of Training
   j. Event Registration
   k. Travel to include lodging/meals
   l. Books/materials
   m. Total Cost
   n. List the intent of your request
   o. Attach a full description of the training/development activity (use the attachment section)
   p. Supervisor name (first and last)
   q. Supervisor email
   r. Confirm supervisor permission obtained

3. **SUBMIT YOUR REQUEST USING ctcLink**
   a. ***After*** you receive an approval email from Human Resources, you will then:
      i. Follow the instructions posted to myClark Finance
      ii. You will be required to use your department's budget number to pay for the cost
      iii. *After* your department pays for fees using ctcLink, the General Ledger Non-Grant Entry Form filled out (this can be found on the Forms page). There is a step-by-step General Ledger Entry Guide also located on the Forms page
      iv. Confirm that your fees have been paid by Purchasing before submitting the General Ledger Non-Grant Entry form to Human Resources, Employee Development (hr@clark.edu)
      v. Funds will then be transferred back to your department

REQUESTING OUT-OF-STATE TRAINING
(EXCLUDING OR and ID)

Clark College local travel policy requires the President to approve all travel out of country and out of state (excluding OR and ID). Unfortunately, this additional level of approval cannot be automated in ctcLink. It is the traveler's responsibility to obtain the President's approval in advance via email. To accomplish this, please send an email directly to **Dr. Karin Edwards** with *"OUT OF STATE TRAVEL REQUEST for Traveler's Name"* in the subject line. In the body of the email, include the following information:

- A brief statement of the business purpose and expected benefit of the trip
- Destination
- Dates of travel
- Estimated total cost

The President will approve or deny your request via email. Once approved, you must attach a copy of that email to the ctcLink Travel Authorization before it is submitted for approval. The revised Travel Authorization and Approval instructions are attached and posted to myClark Finance.

PROCESS

After receiving approval, complete and submit the online funds request form at least 14 days prior to your development activity and before June 1:

1. **PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM(S)**
   a. Fill out the online Employee Funds Request form:
   https://clarknet.clark.edu/forms/hr-prof-dev/index.php
   i. **Admin/Exempt/Temporary Hourly** employees can request up to $300
   ii. **Classified** employees request up to $800

2. **TRAINING/SESSION INFORMATION (fill in each field with an asterisk on the online form)**

    a. Event Title

    b. Event Date

    c. Event Location

    d. Employee Name (First and Last)

    e. Email

    f. Phone Extension

    g. Employment Type

    h. Department

    i. Type of Training

    j. Event Registration

    k. Travel to include lodging/meals

    l. Books/materials

    m. Total Cost

    n. List the intent of your request

    o. **Attach the president's approval**, a full description of the training/development activity (use the attachment section)

    p. Supervisor name (first and last)

    q. Supervisor email

    r. Confirm supervisor permission obtained

3. **TRAVEL AUTHORIZATION USING ctcLink**

    a. ***After*** you receive an approval email from Human Resources, you will then fill out an online travel authorization:

        i. Follow the Travel Authorization and Approval instructions which are posted to [myClark Finance](#)

        ii. Attached the President's approval email in ctcLink

        iii. You will be required to use your department's budget number to pay for the cost

        iv. *After* your department pays for fees using ctcLink, the General Ledger Non-Grant Entry Form filled out (this can be found on the [Forms](#) page). There is a step-by-step General Ledger Entry Guide also located on the Forms page

    v. Confirm that your fees have been paid by Purchasing before submitting the General Ledger Non-Grant Entry form to Human Resources, Employee Development (hr@clark.edu)

    vi. Funds will then be transferred back to your department

Human Resources will contact you by e-mail regarding your request and whether or not it has been approved. *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 Human Resources, hr@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 questions, please contact Human Resources, Employee Development, X2105.