

CSM CLASSIFIED PROFESSIONAL DEVELOPMENT APPLICATION

Conference/Workshop or Tuition Reimbursement

The Classified Professional Development Program provides opportunities for classified staff to attend work-related conferences and workshops and/or to complete college coursework. Applicants must be permanent employees who have passed their six-month probation period.

Classified Professional Development funds are allocated on an annual basis (July 1 – June 30) and limited to \$1000 for conferences/workshops and \$1400 for tuition reimbursement. Applicants will need to identify additional funding sources for conferences/workshops that exceed the \$1000 limit. Professional development funding is limited; therefore, funding caps are subject to change and all applications are approved on a first-come, first-serve basis.

Name:	
Job Title:	Years in position:

G#:
Division/Depart.:

This professional development opportunity will primarily (select one):

- enhance my effectiveness in my current position
 enhance my role in the institution
 enhance my physical or mental well-being

Conference/Workshop	
Title:	
Conference Date(s):	
Travel Dates:	
Location:	
Estimated Conference/Workshop Expenses	
Registration	\$
Airfare/Transportation/Tolls	\$
Lodging	\$
Meals	\$
Total Estimated Expenses	\$
Expenses Beyond \$1000 Conference/Workshop Limit	
Other College Funds	\$
Acct. #	
Other College Funds	\$
Acct. #	

Tuition Reimbursement		
School:		
Major:		Session:
Course Title(s)	Units	Dates
Estimated Tuition Expenses (\$1400 annual limit)		
Tuition	\$	
Textbooks	\$	
Total Estimated Expenses	\$	

Proof of satisfactory completion of approved coursework with a grade of "C" or better AND proof of tuition/textbook payment are required when submitting Request for Reimbursement form.

Does this coursework lead to a certificate or degree? Y N

If yes, please indicate educational goal:

- Certificate
 Associate
 Bachelor's
 Master's
 Doctorate

Expected completion date:

Have you attended this conference/workshop before? Y N

Is this mandatory training? Y N

Summarize how this professional development opportunity will benefit you and CSM.

Employee Signature	Supervisor Signature	Administrator Signature
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Classified Professional Development Committee Approval

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Submit this application to the CSM business office at least 30 days before program start at csmbusinessoffice@smccd.edu.