



# LOWER COLUMBIA COLLEGE

## CLASSIFIED STAFF PROFESSIONAL DEVELOPMENT/TRAINING REQUEST FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

TITLE OF DEVELOPMENT/TRAINING OPPORTUNITY \_\_\_\_\_

(Attach agenda, course description *if available*)

TRAINING DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ LOCATION \_\_\_\_\_

(Attach supporting documentation)

TOTAL FUNDS REQUESTED FOR:

\$ \_\_\_\_\_ Training  
\$ \_\_\_\_\_ Tuition  
\$ \_\_\_\_\_ Travel  
\$ \_\_\_\_\_ Other Fees & Expenses  
\$ \_\_\_\_\_ TOTAL

PAYMENT:

- College Pays Directly
- Reimbursement

**PURPOSE FOR TRAINING**

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**APPROVAL** (Get Supervisor and Vice President signature, then submit to HR)

Amount Approved \$ \_\_\_\_\_ (\$150 Max per fiscal year)

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
UMCC Member Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
UMCC Member Date

\_\_\_\_\_  
Vice President Date

\_\_\_\_\_  
UMCC Member Date

cc: Employee, Human Resources, Business Office

## **CLASSIFIED STAFF DEVELOPMENT/TRAINING FUNDS INFORMATION**

### **PURPOSE**

The purpose of the Classified staff development/training funds is to allow employees the opportunity to further develop their job skills, grow professionally, and pursue their areas of interest. Employees can receive up to \$150 towards professional development each fiscal year. The College will approve eligible requests as long as funds are available.

### **EXAMPLES OF QUALIFYING USES FOR FUNDS**

Courses

Trainings – Workshops, seminars, conferences, etc.

Books

Fees & expenses related to course/training

Computer software

### **PROCESS**

All requests must have prior approval by employee's direct supervisor.

After supervisor approval:

Complete Classified Staff Development/Training Request form

Submit form to HR for approval and additional signatures

HR will process the request for payment

### **PAYMENT**

Employees have the option to pay for the development/training opportunity and then be reimbursed by the College or the College can pay for it directly.

Reimbursement – Employee must provide supporting documentation that clearly shows the amount that was paid.

College pays directly – Employee must provide documentation showing the total cost for the development/training as well as verification of enrollment/registration if applicable.