PROFESSIONAL GROWTH FORM

Name
Position/Department

1. DESCRIPTION: (Complete PG form fully)

A) Description of course, workshop, seminar, conference or similar activity content:


B) Complete Section B if you are submitting graded course work

Name & Number of course: ________________________________

Credits: _______ Units: _______ Hours: _______ Day(s) of week: _______

Class Time: _______ AM/PM Location & Institution: _________________________

☐ Fall 20____ ☐ Winter 20____ ☐ Spring 20____ ☐ Summer 20____

C) Complete Section C if you are submitting other than graded course work (i.e. workshop, seminar, conference or similar activity).

☐ Professional Organization ☐ Educational Association

☐ Non-graded Course, Workshop, Conference or Seminar.

Name organization/sponsor: _____________________________________________

Total hours of attendance: _______ Time: ______________________________ AM/PM

Day(s) of week: __________________________ Start/End Dates of attendance: __________

2. TAKEN ON: Own time ☐ • College time ☐ • Comp time ☐ • In lieu time ☐ •

Vacation time ☐ • Release time ☐ • * Own Time/Work Schedule Change ☐ •
3. PAID FOR BY: Self ☐ College ☐ Not applicable, no fee ☐

4. REQUEST CREDIT/UNITS/HOURS BE: Job related ☐ General education ☐

If job related, please describe how it is job related:

Upon initial approval of the above, I will submit, by the published deadline, a copy of required corroborating data, grade slip or, for ungraded courses, conferences, workshops, seminars, or similar activities, official documentation that the above was successfully completed.

Employee Name: [Signature] [Print Name]

**Verified by:** [Supervisor Signature] [Date]

CCEU President (as applicable): [President’s Signature] [Date]

*If work schedule has/was changed to accommodate this activity, please provide documentation (copy of and duration of, modified work schedule), signed by your manager at the time, verifying it as non-work time. If vacation time is/was used, provide copies of absence reports for the period you attended the activity.*

**Your signature verifies only item #2 & #3 above**