APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

Whatcom Community College is pleased that you have chosen to apply for professional development funds. Our Professional Development Program is designed to contribute to the professional growth and development of Whatcom's faculty, classified and exempt/professional staff by providing educational opportunities through coursework, seminars, workshops, group activities and attendance at conferences.

College funds have been allocated for these purposes. The Professional Development Committee, comprised of representatives from all employment categories, is charged with reviewing individual requests for funds and recommending approval to the President for financial support as appropriate for professional development activities on and off site.

General Guidelines/Frequently Asked Questions

- **Who is eligible?** Adjunct Faculty, Classified and Exempt staff. Full-time faculty should review the link to Formway Funds for their professional development funding.
- **How often may I apply and will my application be considered if I received funding previously?** You may apply as often as you wish; however, the Committee will factor in an applicant's awards from the current academic year in the award consideration process. The Committee wants to ensure that every eligible employee has an opportunity to benefit from these funds.
- **What can these PDC funds cover?** Funds can be used to help defray costs for many professional development activities including: tuition, workshop and conference registration fees, travel expenses (see travel section below), professional organizational membership fees /dues (available to cover membership dues that include substantial training during the period of membership). Books and materials may also be funded when they are essential to a particular workshop or meeting (explanation to be noted on application).
- **How much funding can I request?** Although there is no maximum amount, the Committee wants to ensure that every eligible employee has an opportunity to benefit from these funds. Therefore, requests exceeding $500 will require a strong rationale statement.
- **When should I apply?** Apply early! For best consideration, applications should be submitted two (2) months prior to the activity. Please note that the Committee requires at least two (2) weeks of processing time prior to an award notification. Late applications received prior to the activity may be considered; however, applications received after an event will not. Please make a copy of your application to keep for your records. **Generally, no more than four employees will be funded to attend/participate in the same activity.**
- **Where do I submit my application?** You may either submit your application through the campus mail to the attention of the Professional Development Committee, or email your application to PDC@whatcom.ctc.edu .
- **When will I know if my application has been approved?** The Committee requires at least two (2) weeks of processing time prior to an award notification. The Committee's recommendation will be forwarded to the President. Final approval notification will come from the Office of the President in approximately two weeks after submission of your application.
- **How do I make travel arrangements?** PDC awards adhere to state-mandated restrictions for travel expenses. Due to the complexity of the rules and variable budgetary constraints, you may wish to consult with a division coordinator or your supervisor to confirm current limitations. Please note that Bellingham Travel is the state-delegated travel agency for booking any college-approved air travel. Travel forms required to be submitted and approved prior to travel include the Travel Authorization Form for any out-of-state or overnight stays, and a Purchase Request Form or Travel Expense Form for payment. These forms are available at links below or from the Business Office.

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Whatcom COMMUNITY COLLEGE

Applicant Name: _____ Date of Request: _____

☐ Adjunct Faculty ☐ Classified Staff ☐ Exempt Staff

Position and Department : _____

Office: _____ Ph ext: _____ Email: _____

Event Information

Event Title: _____

Event Date(s): _____

Location: _____

Event type: ☐ Conference ☐ Course ☐ Professional Meeting ☐ Project ☐ Workshop

Supporting Documentation—Please include the following with your application

☐ Brief statement of how the conference or travel applies to your job or currently scheduled classes and to your professional development objectives listed below.

☐ Copy of the conference brochure or other pertinent materials.

☐ Signed statement from your supervisor in support of your application.

☐ Completed and signed **Travel Authorization Form** if traveling out of state or overnight.

How this request relates to the objectives of my professional development

Check all of the following objectives that apply to your request for funds :

☐ Applicable to my current Professional Development Plan (PDP)

☐ Improvement of instruction

☐ Maintenance of current academic /technical knowledge and skills, e.g. professional conference

☐ Retraining to meet changing institutional needs

☐ Development of innovations in instructional and administrative techniques and program effectiveness

☐ Computer and technological proficiency programs

☐ Other activities determined to be related to educational and professional development

Estimated Costs

Registration/Tuition $ _____ *(Includes conference fees, registration, etc)*

Accommodations $ _____ *(Hotel)*

Travel $ _____ *(Airfare, gas, mileage, train ticket etc.) Identify:* _____

Other $ _____ *Explain:* _____

Total Requested $ 0 **Note: If this request exceeds $500, please provide a strong rationale for consideration on a separate page.**

If you are approved for less than requested, could you still participate? ☐ Yes ☐ No

Have you or your supervisor pursued other sources of funding? ☐ Yes ☐ No

If yes, explain: _____

If asked, would you be willing to present to the College on this activity? ☐ Yes ☐ No

For Professional Development Committee Use Only:

Committee Recommendation: ☐ Approved for $_____ ☐ Denied Date _____

Reason for denial or reduced award _____

PDC Chair's Signature _____ President's Signature _____ 081-1A03