

DELAWARE TECHNICAL & COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT LANE ADVANCEMENT APPLICATION

Please read Application procedures on back before completing this form. Submit completed form to the appropriate Dean/Director/Administrator. If Application is for advancement to a +15, +30 or +45 lane, complete A.1 and A.2 below.

NAME _____ S.S.# _____ CAMPUS _____

I wish to apply for advancement to: Assoc. Bach. B+15 B+30
 (Please check appropriate box.) Master M+15 M+30 M+45 Doct.

A.1 List below the graduate and undergraduate courses that have been completed for which you wish credit. Attach copies of approved Prior Approval (Form No. PD-2) forms for each course.

Course Number	Course Title	Grade	College/ University	Date Completed Month/Year	Semester Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL					_____

A.2 List below the approved professional growth activities for which you wish credit. Attach copies of approved Prior Approval (Form No. PD-2) forms for each professional growth activity.

Professional Growth Activity	Date Completed Month/Yr.	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		_____

B. An official transcript must be submitted as verification of courses/degrees.

For VP & CD or President Signature

Approved _____

Effective Date _____

Signature of Employee Date

Signature of Dean/Director/Administrator Date

Original: Office of the President Personnel & Legal Affairs Department
 cc: Vice-President & Campus Director; Dean/Director/Administrator; Employee; Campus Personnel Office

(To be duplicated on yellow paper)

APPLICATION PROCEDURES FOR
PROFESSIONAL DEVELOPMENT LANE ADVANCEMENT

1. Read the *Professional Development Plan* before submitting this Application.
2. It is the responsibility of the employee to secure, complete, and return this Application to his/her Dean/Director/Administrator
3. It is the responsibility of the employee to arrange for the appropriate authority or institution to provide verification of courses (copy of official transcript) or any other information that might be needed to support this Application.
4. This Application should not be submitted prior to the completion of all courses/activities.
5. All course credits must be expressed in terms of semester credits. (See Professional Development Plan, Definitions, Credit Calculation)

