Please read Application procedures on back before completing this form. Submit the completed form to the appropriate Department Chairperson/Immediate Supervisor for forwarding to Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator.

<table>
<thead>
<tr>
<th>Name ________________________________</th>
<th>Empl ID. ______________________</th>
<th>Campus ____________________</th>
</tr>
</thead>
</table>

**Type of Activity/Course (Check One):**
- Graduate Course
- Undergraduate Course
- Workshop/Seminar
- Business/Industrial Employment Experience
- Professional Certification (See Note on reverse)
- Mentoring for New Faculty Development Program
- Continuing Education Unit (CEU)

**Dimensions of Development (Check One):**
- Professional
- Instructional
- Personal
- Organizational

Title of Activity/Course ________________________________________________________________

Will this activity/course be used toward any type of nationally recognized professional certification? [] Yes [] No

If yes, what certification? ______________________________________________________________

Sponsoring Organization ________________________________________________________________

Beginning Date _______________ Ending Date _______________ Activity Hours _______________ 

No. of Credits Requested _______________ (Maximum of 3 per Activity)

Describe how this activity/course will be relevant to and useful in your current assignment. What are your objectives with this project? (Use additional 8½" x 11" sheets where necessary.)

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

HR Director Review

Recommend: Approval [ ] Disapproval [ ]

Signature of Employee ___________________________ Date _______________

Signature of Dept. Chair./Immed. Supervisor ___________________________ Date _______________

Activity/Course Approved [ ] Activity/Course Disapproved [ ]

Signature of Dean/Director/Administrator ___________________________ Date _______________

Reason for Disapproval ________________________________________________

**FINAL APPROVAL** (To be completed after Professional Development Activity is completed.)

[ ] Appropriate Documentation submitted

Number of Credits/Hours ___________________________ Signature of Dean/Director/Administrator ______ Date _______________

The Dean/Director/Administrator must send a completed copy of this form to the Employee and Campus HR Office.

(To be duplicated on green paper)
INSTRUCTIONS
PRIOR APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITY FORM (PD-2)

1. To receive approval for a professional growth activity or course, it is the responsibility of the employee to secure, complete, and return the proper form to his/her Department Chair/Immediate Supervisor for initial review and recommendation for approval/disapproval. The Department Chair/Immediate Supervisor will forward the form to the Campus Human Resources Director for review and forwarding to the appropriate Dean/Director/Administrator for final approval/disapproval.

2. This form must be submitted to the Department Chair/Immediate Supervisor one month prior to the beginning date of the activity. A request submitted outside of the established time frame will not necessarily be disapproved; however, approval/disapproval prior to the activity cannot be guaranteed.

3. All course credits must be expressed in terms of semester credits. (See Professional Development Plan, Definitions, Credit Calculation, Page 4.)

4. Before final approval is granted for any professional growth activity, documentation (e.g., seminar brochure, workshop agenda, program itinerary, etc.) must be submitted to the appropriate Dean/Director/Administrator. (See Professional Development Plan, Final Credit for Professional Growth Activity, Page 12.)

NOTE: In certain circumstances it may be more advantageous to receive Professional Growth Credit for the workshops/seminars/courses required for certification rather than the certification itself. It is the responsibility of the employee to determine and request prior approval for the appropriate activity(s).