PROFESSIONAL DEVELOPMENT LANE ADVANCEMENT APPLICATION (PD-3)
Plese read Application procedures on back before completing this form. Submit completed form to the Campus Human Resources Director for review and forwarding 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 ___________________________ Empl ID # ________________ CAMPUS ________________

I wish to apply for advancement to: [ ] Assoc. [ ] Bachelor [ ] B+15 [ ] B+30
(Please check appropriate box.) [ ] Master [ ] M+15 [ ] M+30 [ ] M+45 [ ] Doctorate

A.1 List below completed and approved graduate and undergraduate courses that have been completed and approved. Attach approved Prior Approval Form (PD-2) for each course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Grade</th>
<th>College/University</th>
<th>Date Completed Month/Year</th>
<th>Semester Credits</th>
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TOTAL ______

A.2 List below completed and approved professional growth activities that have been completed and approved. Attach the approved Prior Approval Form (PD-2) form for each professional growth activity.

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

For VP & CD or President Signature
Approved ____________________________
Effective Date (July 1 or January 1, year) ____________________________

Signature of Employee ____________________________ Date ____________

Human Resources Director Review ____________________________ Date ____________

Dean/Director/Administrator ____________________________ Date ____________

Form to be duplicated on yellow paper

Original: Office of the President Human Resources Office

cc: Vice-President & Campus Director; Dean/Director/Administrator; Employee; Campus Human Resources Office

Professional Development Plan

July 1, 1997
Rev. 3/16/99; 6/7/11
INSTRUCTIONS

PROFESSIONAL DEVELOPMENT LANE ADVANCEMENT APPLICATION (PD-3)

1. Read the Professional Development Plan before submitting this Application.

2. It is the responsibility of the employee to secure, complete, and return this completed Application to the Campus Human Resources Director for review and forwarding to the Dean/Director/Administrator.

3. It is the responsibility of the employee to provide official transcripts or any other information that may be needed as documentation.

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, Page 4.)