



Professional Development Lane Advancement Application (PD-3)

Please read application procedures on page two before completing this form. Submit completed form to the campus director of human resources for review. If application is for advancement to a +15, +30, or +45 lane change, complete A.1 and A.2 below.

Name Employee ID Location

I wish to apply for advancement to

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

Course Number	Course Title	Grade	College/University	Date Completed (month/year)	Semester Credits

Total # of credits:

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

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

For VPCD or President's Signature

Employee's Signature Date

Dean/Director/Administrator's Signature Date

Director of Human Resources' Signature Date

Effective date (July 1 or January 1, year)

Original: Office of the president human resources office

Copy: Vice President and campus director; dean/director/administrator; employee; campus human resources office

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 director of human resources for review.
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.*)