



**Mission:** To inspire learner success and community development through innovative learning in an inclusive and diverse environment.  
**Vision:** Ever to excel in a global society.  
**Values:** We value learner achievement, academic excellence and personal growth founded on our longstanding principles of: people-centred and respect, accountability and integrity, inclusiveness and collaboration, continuous self-improvement, innovation and pride.

LEADING.  
LEARNING.  
SINCE 1913.

## STAFF PROFESSIONAL DEVELOPMENT APPLICATION FORM

**FOIP Declaration:** This application will be used by the Professional Development Committee to decide on the allocation of funds for professional development use. It will also be used to collect and distribute comments regarding the efficacy of workshops/conferences, and for statistical analysis and review by the PD Committee.

### INSTRUCTIONS FOR COMPLETING THIS FORM

1. Complete pages 1, 2 and 3
2. Secure approval from Supervisor and/or Director/Manager/Dean.
3. Keep a copy for your records and then forward the original to the [Staff PD Office/ Human Resources](#).
4. When approved, the **original** application will be returned to you; **then and only then can you proceed with registration**. Please notify the PD Office as soon as possible if you need to pay in advance for registration, airfare, etc., so that a cash advance or purchase order can be generated for you. **You will be responsible** for booking accommodation, registration, and airfare.

### Staff Member Information:

Name		Campus	
Department		Phone	
Position Title		Status	

### Proposed Professional Development Activity

Name of Course/Activity		Job Related	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location		If a Lakeland College Course- indicate credit or non-credit	
Date(s) of Activity		<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit	

I understand that when the PD Committee authorizes registration fee reimbursement, Revenue Canada does not allow the Form T2202A Tuition Fees & Education amount to be claimed on personal income taxes.

**Staff Member:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Notification will be sent to applicant concerning the status of the application once the committee has reviewed it and made a decision.*

Recommendations	Select One	Please initial if you wish to change the Category ranking
Assign Category to the Activity	<input type="checkbox"/> 1.) required for the position	
	<input type="checkbox"/> 2.) enhance the present job performance	
	<input type="checkbox"/> 3.) needs based on future or projected change	
	<input type="checkbox"/> 4.) identified in performance evaluation/long term goals	
<i>For more details see Procedure Human Resources – Procedure 2.06-3</i>		

**Supervisor**  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

**Director/Manager/Dean**  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

### Approval (on behalf of PD Committee)

Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

## Expense Budget

ALL information on this page must be submitted in order to receive budget approval and/or payment.

Personal Expense Claims should be returned within 10 days following the activity.

Name		
Activity		
Departure from College	Date	Time
Return to College	Date	Time

### Steps to Follow After Attending Activity

1. Complete the Personal Expense Claim section.
2. Always include official hotel receipts with a zero balance.
3. If you are traveling - any **extra** travel insurance purchased will be at the applicants expense.
4. Return original application form to PD Office with page 2 & 4 completed.
5. Once this is received your expense claim will be submitted by this office.

(\* Indicate only if the invoice needs to be Prepaid)

Estimated Expenses	*Prepaid Pmt. Required	Quantity or Price	Rate	Proposed Amount	Personal Expense Claim	Prepaid amounts
Registration Fee	<input type="checkbox"/>				Registration Fee	
Books/Materials (if not included)					Materials	
Airfare	<input type="checkbox"/>				Airfare	
Accommodations Hotel (# of nights)					Accommodations	
Accommodations (Private - \$20/night)			20.00		Private-(\$20/night)	
Mileage Private vehicle			0.45		Mileage Private	
Mileage College vehicle (to book call PD Office)			0.45		<b>See matrix below to show breakdown for Meals</b>	
Breakfast (total number while away)			10.00		Breakfast	
Lunch (total number while away)			12.00		Lunch	
Supper (total number while away)			23.00		Supper	
Per Diem (paid per 24 hr day)			8.00		Per Diem	
Other (Parking, Cabs, Bus, baggage) - include receipts					Other	
<b>Total Estimated Cost</b>				-	<b>Subtotal</b>	\$ - \$ -
Following Approval by the PD Committee, a cheque for 80% of the Total Estimated Cost can be drafted upon request. The minimum amount for an Advance is \$500.00					(less Advance)	
					<b>Pay Out For: Claimant</b>	
<b>Advance Required</b>					<b>Staff Signature</b>	Date
Please indicate if Advance is required. <input type="checkbox"/> Yes <input type="checkbox"/> No					<b>Claim Approved By:</b>	Date

To help clarify meals consumed, place "x" marks to indicate the numbers of meals consumed during the event and on which days.

Meals	B - \$10	L - \$12	D- \$23
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			

## Rationale

*(Please include brochure, agenda, advertisement or outline of activity)*

The PD Committee will be assessing each application based on the Procedure Human Resources – Procedure 2.06-3  
Please complete the following areas to help them in the deliberations.

1. Is your attendance at this activity required as part of your present or future duties.

2. How does this activity relate to the enhancement of your performance?  
Be specific.

3. What will you bring back to the college?

4. What specific goals and outcomes do you expect to achieve?

5. What activity(ies) have you utilized in the past?

## Professional Development Report

Name

Activity Title

Place

1. Did the activity meet your expectations and would you recommend it to fellow staff members?

2. What new skills or knowledge did you learn from the activity?

3. Have you found these skill or this knowledge useful to you in your role.

If so how?

4. What material/information/paper, etc. did you bring back from the activity?

5. a) With whom have you shared materials from this activity?