



Exempt Employee Short-Term Professional Development Proposal - PART 1

NAME (Last, First, Middle Initial)	COCC ID #	DATE PREPARED
TITLE	DEPARTMENT	

COCC recognizes the value of short-term (10 working days or less) professional development opportunities for exempt employees such as conferences, trainings, workshops and related activities. Funding for professional development must be approved by employee's supervisor prior to spending the funds. Complete the form as indicated below. Part I – Request for approval must be obtained by the supervisor prior to event. Employees are encouraged to use the Exempt Employee Short-Term Professional Development Proposal and Debrief Form.

PERIOD OF LEAVE	BEGIN DATE	END DATE	YEARS OF CONTINUOUS SERVICE
Dates and Location of Professional Development:			

PART I: APPROVAL

1. Title, Description and Purpose of Professional Improvement Event:

2. How will this experience be of benefit to you and COCC?

3. Recompensable Items are paid for from the Department's Professional Travel and Development budget.

Item	Cost	Approved

EMPLOYEE SIGNATURE _____

DATE _____

DEPARTMENTAL AND BUDGET REVIEW

Supervisor Signature _____

DATE _____

Budget Review

Personnel Cost \$

Professional development funding will support exempt employees working .5 FTE or more.

Human Resources Review

Eligibility Met

Signature of HR Representative _____

Date _____

Copy to:

- Supervisor
- Employee
- Employee File