

Palomar College
Professional Growth Program for Classified Employees

Request for Other Professional Growth Activities

Name Department Job Title Program Number

Governance Committee/Professional Association (attach supporting documentation)

Title	Date(s)	PG Points

Workshops/Seminars/Conferences (attach supporting documentation)

Title	Date(s)	Hours	PG Points

JUSTIFICATION

Professional Growth activities must be career related or part of a specific career plan. The benefits of the activities to the District and to the employee must be identified by the employee before the activities can be approved. Provide a brief statement outlining how the above activities meet these requirements.

Please verify by initialing each statement below that our have read and understand the following:

_____ I verify that all expenses to participate in the activities were not paid for by the District.

_____ Supporting documentation for all activities must be included in the Notice of Completion to be eligible for Professional Growth points.

Employee Signature Date Supervisor Signature Date

Professional Growth Chair Signature Date

This form must be submitted to the Professional Growth Secretary **before** receiving Professional Growth points for participating in the activities above. The Professional Growth Committee will review your request and notify you of their decision.