



Classified Professional Development Application Process

1. Classified Staff member completes the Classified Professional Development Application and submits their signed application (including their supervisor's and administrator's signatures) to the Cañada Business Office at least 30 days prior to the conference date or the course start date. Application should be submitted in hard copy. Applicants are encouraged to keep a copy of their submitted application.
2. The Cañada Business Office reviews the form to ensure that the application is complete and filled out correctly, and to see if the staff member has already received professional development (PD) funds for the current fiscal year (July 1 – June 30).
 - **If the form is not complete or correct:** the Business Office returns the application to the staff member and their supervisor to be corrected for re-submission.
 - **If the Classified Staff member has already received PD funds in the current year:** the Business Office will notify the Classified Professional Development Committee of the amount of funds received when the complete and correct application is forwarded.
 - **If the application is complete, correct, and the Classified Staff member hasn't received PD funds:** the process proceeds to Step 3.
3. The Classified Professional Development Committee, comprised of Classified Senate Officers, a CSEA representative and an AFCSME representative, reviews the application against the following criteria.
 - Has the PD activity been approved by the Classified Staff member's supervisor?
 - Has the applicant passed their 6 month probationary process?
 - Are there sufficient funds to allocate to the PD activity?
 - Do the expenses align with District Policies and Procedures?
 - Does the PD activity align with the mission of the College and the District?
4. The Classified Professional Development Committee signs the application for final approval, notifies the applicant and their supervisor, adds the funded applicant to the funding tracker, and copies the Business Office on the approval confirmation.
 - **If the form is not approved by the committee:** the Committee returns the form to the applicant and their supervisor with an explanation. The Classified Staff member is invited to submit clarification or additional information for further review.