Professional Development Instructions

For Faculty and Staff

1. Identify the class/event/membership(s) that you wish to be reimbursed for from professional development funds, and the cost associated with them. If need be, estimate the total cost.
2. Fill out the Travel Authorization Form located on the NWCC’s human resources webpage.
3. Hand it in to your immediate supervisor for approval and signature. Once signed, they will turn it back over to you
4. Email the application for funds form as an attachment to the business office after 9am on the first day of application acceptance for the upcoming semester.
5. For classes/events/memberships occurring from July 1st to December 31st the first day that applications will be accepted is the first weekday (M-F) on or after July 1st.
6. For classes/events/memberships occurring from January 1st to June 30th the first day that applications will be accepted is the first weekday (M-F) on or after November 1st.
7. Applications for funds will be prioritized by the time stamp on the emails. It is first come/first served. Applications will be accepted by the business office throughout the semester, even after funds have been depleted, as there is a chance that funds from other institutions within the system that go unused will be sent to institutions that have used their entire allotment.
8. The business office will approve applications for funds first come/first served and respond to applicants of their approval status, or let them know that they are on a wait list for possible funds from other institutions at the end of the semester.
9. The business office will keep faculty and staff informed periodically through the semester as to how much of our allotment for the semester is left.
10. Upon completion of the class or event, submit the proper documentation of grade received/attendance along with the Travel Reimbursement Request Form to the business office. For memberships, please send a receipt with the application for reimbursement to the business office after purchase.

Important things to note:

1. Our total allotment of professional development funds for the fiscal year is split evenly between semesters.
2. The allocation of funds is decided on a first come/first served basis, based on when they were received by the business office. This will be determined by the timestamp on the email sent to the business office with the application for funds attached.
3. It is up to the individual applicant to ensure that the application for funds is filled out completely and correctly. Incomplete or incorrectly filled out forms may mean that the form will be returned to the individual for correction and they will need to resubmit. Upon resubmittal, you will receive a new time/date-stamp that reflects your new spot in the disbursal priority.
4. The exact amount of funds the BOR allots to NWCC will change from year to year.
5. If you have access to a P-Card, they should only be used for professional development activities if you have already received notification that you will indeed be receiving PD funds for the activity. Anyone with P-Card expenses and reimbursements should provide a complete accounting of the trip and how everything was paid.

06/19 Prof. Dev Committee