



One-Time Continuing Education Application

Staff Development will pay up to \$250 for one continuing education course per fiscal year, for either personal or professional development through the JCCC Continuing Education department or through an off-campus organization event held in the metropolitan Kansas City area.

Applicant is responsible for any amount exceeding the allocation of this award. Registration will be submitted by the Staff Development office. No reimbursements will be made without prior approval by Staff Development.

COMPLETE THE FOLLOWING

Name:		JCCC Employee ID:
Department/Division:		Extension:
Full Time	Part Time	Email:
Course Title:		JCCC Course or Off-Campus?:
JCCC course number (if applicable):		
Date(s) of course:		Course fee:

I have an IDP or Portfolio on file (must be less than 3 years old)
Attach registration information (form, website link) if non-JCCC course

List goals or objectives to be met and/or reason for taking this course:

Staff Member Signature Date

Supervisor Approval Signature Date

Staff Development Office Approval Date

Please submit this form to Staff & Organizational Development, GEB 262, Box 46

Date received in Staff & Organizational Development Office: _____

Please charge to Account Number 0201-4611-53120-46 MASD