



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.

Applicant must fill in all fields. Incomplete forms will not be accepted.

COMPLETE ALL THE FOLLOWING:

Name: _____ JCCC Employee ID: _____

Department/Division: _____ Campus Extension: _____

Course Title: _____ Email: _____

Please select one:

JCCC CE Course Number _____

Outside Vendor Organization _____

Date(s) of course: _____ Course Time: _____ Course Fee: _____

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

Please submit any registration details, website information, and course details along with your application. Employees should have an IDP or Portfolio on file with Staff Development that must be less than 3 years old.

Employee Signature: _____ Date: _____

Supervisor Approval Signature: _____ Date: _____

<i>For Staff Development Office Use Only</i>	
Employee eligible for OTCE	Yes No
Amount to charge Staff Development 0201-4611-53120-46: _____	Amount to Charge Employee: _____
Staff Development Signature: _____	Date: _____

Please submit this form to Staff Development, GEB 262, Box 46, or staffdev.dept@jccc.edu