



## One-Time Continuing Education Application

Employee Engagement & Development will pay up to \$250 for one continuing education course per fiscal year, for professional development through the JCCC's Workforce Development & Continuing Education office or through an approved external vendor in the metropolitan Kansas City area.

Applicant is responsible for any amount exceeding the allocation of this award. Registration will be submitted by the Employee Engagement & Development office. No reimbursements will be made.

### Eligibility

- All employees are eligible to request funding for a professional development opportunity that relates to their work and/or professional development plan.
- Employees must be actively working at the college when requesting funding. If an employee has an anticipated separation date, they will not be eligible for funding.
- Funds cannot be used for private or small group lessons, entry fees, or memberships.
- Funds cannot be used for conference registration outside the Kansas City metro area.

**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.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Employee Engagement & Development Office Use Only*

Employee eligible for OTCE      Yes      No

Amount to charge EE&D 0201-4611-53120-46: \_\_\_\_\_ Amount to Charge Employee: \_\_\_\_\_

Employee Engagement & Development Signature: \_\_\_\_\_ Date: \_\_\_\_\_