



Classified Staff Professional Development
Instructions for Filling Out HR-79
(for pursuit of a degree)

This form will be considered by your supervisor and all other appropriate parties as your educational plan. Their decisions to authorize your request to use TCC's money to pursue a degree will be based on the information you provide here. Authorization to pursue a degree using TCC's money will be dependent upon how closely you adhere to the state's policy for financially supporting state employees' professional development goals (see <http://www.dhrm.state.va.us/hrpolicy/policy.html> --Educational Assistance, Policy 5.10)

Your educational plan is accepted by the college when signed by your supervisor and the provost (or other member of the Executive Staff). Keep a copy of your HR-79 on file with your records.

1. Fill out all blanks in the top box for name, position, etc.
2. For Long Range Development Goals, follow the given examples and write a short explanation of your plan for the next three years.
3. Under Short Range Goals, write a short explanation of your planned professional development activities for the next year.
4. Under Forecasted Costs, include the course prefix, course number, and short name of the class(es) you are requesting permission to take now and of those you intend to take in the next year. Include tuition costs.
5. Sign the form. Attach it to the HR-78 form already prepared.

You must submit a new HR-79 form every year. To submit a new one, revise your long range and short range goals, report your completed courses, and list forecasted costs to include courses you plan to take in the next year.

After preparing an HR-79, make a photocopy and keep it on file. When you decide to request funding for another class, you can use this form again by attaching a photocopy of it to your next HR-78. Make sure that when you reuse the HR-79 for the next course, it includes a reference to that course. If information about that course is not on the HR-79, edit the HR-79 to include the appropriate information, initial and date the changes, and submit the edited form with your request for funding for the next course.