



**Classified Staff  
Professional Development Fund**

**Once other professional development funds are exhausted, you may apply for additional money from the Classified Staff Professional Development Fund. There is no probationary period to receive this funding.**

**This Classified Staff Professional Development Fund may be used for the following purposes:**

**A. Conferences and workshops**

Purpose: To provide opportunities for participation in conferences, workshops, seminars, professional meetings and other self-improvement programs designed to contribute to the participant's overall effectiveness and value to the college.

**B. Tuition**

Purpose: To reimburse full-time classified employees taking college credit courses which will enable them to perform more effectively in their current position, to prepare themselves for upward mobility and professional growth within the college employment system, or to complete any accredited degrees.

**C. Professional and Personal Growth (Credit and Non-Credit Courses)**

Purpose: To provide employees with the opportunity to participate in self-improvement activities that will be mutually beneficial to the employee and to the College. Examples include certifications, refresher courses, credit and non-credit courses, continuing education courses, and workshops.

**The maximum amount that may be awarded per fiscal year is \$800. You can request money for more than one activity throughout the year, as long as the total does not exceed \$800.**

**To be considered for these funds, you must apply to the Classified Staff Professional Development Fund Administrator. The Classified Staff Professional Development (CSPD) Fund Administrator is selected by the Classified Association to evaluate and administer all requests. The Classified Association will oversee the CSPD Fund Administrator. The form on the attached page should be sent to the CSPD Fund Administrator.**

**Applications are accepted June 1 – May 30 each year. Requests in the month of May and June may come out of the following year's budget.**