



PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)
Procedures for Disbursement of Staff Development Funds

A Committee of the Staff Council

The Professional Development Committee (PDC) provides staff funding for job related training opportunities including conferences, seminars, and required certifications.

In order to successfully complete a Professional Development Funding Request you will need:

1. To review the PDC Policy to be sure that your position and training meets the outlined criteria.
2. Make sure the training or certification is not offered by [Continuing Education](#), through [SkillSoft](#), or through the [Tuition Assistance Program](#).
3. Your supervisor's contact information: email and phone number. **Your supervisor will be automatically contacted for approval.*
4. Documentation in pdf format of your workshop, training, or certification that includes a description, the dates, and the costs.
5. A completed [Travel Authorization Form](#). This form is required for all requests even if no travel is required (ex. online certifications).
6. A staff development fund form can be found on the Staff Council [website: ONLINE PROF DEV FUND REQUEST FORM](#) . Once complete the form will automatically forward to the PDC email box, send an authorization request to your supervisor, and email a confirmation receipt to you.
7. Once your supervisor approves the request, the PDC will review your request, your back-up documentation and travel authorization.
 - a. If anything is missing or in question, you will be contacted.
 - b. If all is in order, the committee will approve the request and send you an Approval email with instructions on how to access the funding.
8. After the approval is granted, the employee makes all reservations for conference, training, courses, etc.
9. As payment, use the State of Georgia Visa card. If a check is required, all approved documentation is sent to the Business Office and a check is made out to the conference, workshop, etc. and mailed to them, unless otherwise requested.
10. Any seminars, courses, workshops, training etc. that occur in June must be submitted to the PDC prior to May 15.