

Criteria for Professional Development Funding

Covered (subject to review and approval - up to \$500)	Not Covered **
Conferences (discipline specific or general)	Subscriptions to professional journals
Travel for conferences (travel, lodging, registration, per diem)	Tuition, recertification, other fees reimbursement
Technical training (germane to your position)	Guest lecturers for your classes
Webinars and training	Professional membership dues
Development of a professional teaching library	

** Opportunities may be covered from other areas of the college. Please consult your department chair.

Process for Professional Development Application

Apply for professional development funding.

[Application for professional development funding](#)

Once approved, submit travel request either for reimbursement or advance.

[Travel request](#)

Once completed, submit activity into professional development log.

[Professional development logging](#)

Complete form to facilitate professional development session to share what you learned.

[Request to facilitate professional development](#)

** NOTE: All information on this form is also housed on the CTLL Website.

[CTLL](#)