

# 2018-2019 Professional Development

All full-time employees must complete 4 hours of professional development activities in addition to the online Mandatory Training and scheduled Professional Development days during the academic year (see *Employee Handbook*). **Documentation of the additional 4 hours of activities must be provided below.** Adjunct faculty, including Dual Credit instructors, must complete 1 hour of professional development each semester they teach, up to 2 hours each academic year. **Documentation of the additional 1-2 hours of activities must be provided below. The signature line is used in lieu of documentation and may be signed by the presenter of the activity or by your supervisor who can verify your attendance. This line is not for your signature.** This form will be placed in your personnel file. This form must be signed by your supervisor and received by Human Resources by August 1, 2019.

## REQUIRED ACTIVITIES AND TRAININGS:

**Mandatory Training** (all employees excluding Dual Credit Instructors): Online with EverFi.  
Must be completed within 120 days of hire date for new hires or by Dec. 14, 2018 for returning employees (you will receive an email with a link to the trainings)

**Full-Time Employees:**  
Success Summit – August 10, 2018/BS site

**General Studies, CTE, HP Adjunct Faculty and Dual Credit Instructors:**  
Orientation (attend 1 each academic year)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Greenshades Employee ID

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Other Professional Development Activities (minimum of 4 hours/1-2 for adjunct **with documentation attached** to this form):

### ACTIVITY

### SIGNATURE OF PRESENTER OR SUPERVISOR (if documentation is not attached). *Not to be signed by employee.*

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Supervisor Signature \_\_\_\_\_

Date signed: \_\_\_\_\_