



**EXTERNAL**  
**Professional Development**  
**Request Form**

This form is for requesting professional development not offered at RRU or not funded by Human Resources

**All expenses will be charged to the individual's department cost centre & professional learning account (61305)**

**PERSONAL INFORMATION**

Employee Name:	Position/Job Title:	Date:
Dept/Div:	Direct Supervisor:	
Department Cost Centre:		

**PROFESSIONAL DEVELOPMENT OPPORTUNITY**

Course/Program:	Course Date:
Please provide a brief description of the professional development you wish to participate in.	

**ESTIMATED COST OF LEARNING OPPORTUNITY**

<b>Description</b> (Pro-D support only covers registration/travel expenses – textbooks are not included)	<b>Amount</b>
	\$
	\$
	\$
Total Estimated Cost	\$

**PERSONAL STATEMENT**

Please describe how this professional development will enhance your skills and contributions to RRU and/or your department, and what you hope to gain by participating in this program. *(no more than one half page, please)*

## SUPERVISOR'S ENDORSEMENT

Why would this program/conference attendance be beneficial to your employee? *Please indicate which level, on the priority scale on the next page, best represents the impact of this professional development.*

## PRIORITY SCALE

1 – Essential	Critical to Role Profile/PDP outcomes – outcomes cannot be achieved without learning
2 – Required	Necessary to Role Profile/PDP outcomes – will improve efficiency, outcomes, probability of success
3 – Asset	Will improve <i>current</i> job related skills/competencies
4 – Enrichment	Will improve <i>future</i> job related skills/competencies

## SIGNATURES AND APPROVALS

<b>Employee Signature:</b>	Date:
<b>*Supervisor's Approval:</b>	Date:
<b>*Director/AVP Approval:</b>	Date:
<b>*Vice-President Approval:</b>	Date:

*\*Note: If electronic approval signatures are given, an email verifying the approval must accompany this application form.*

## REGISTRATION

*This Pro-D application has been approved for a professional development opportunity offered by an external source.*

- 1. Complete Pro-D application form and submit to hiring manager for signed endorsement.*
- 2. If endorsed, forward form to Director/AVP for secondary approval signature.*
- 3. If approved, forward form to applicable VP for final approval signature.*
- 4. Once all signatures are obtained, employee may register for external Pro-D opportunity.*
- 5. If expenses are incurred, forward a copy of this form along with an approved expense claim form (including all receipts) to Finance for reimbursement and tracking purposes.*
- 6. Submit a copy of this completed form to [Jody.Blair@royalroads.ca](mailto:Jody.Blair@royalroads.ca) in Human Resources.*