



**RRU Corporate HR Funded  
Professional and Continuing Studies (PCS)  
Professional Development Request Form**

This form is for requesting professional development offered by RRU via PCS

All expenses will be charged centrally to the Corporate HR Fund (120010), Professional Learning (700075)

PERSONAL INFORMATION		
Employee Name:	Position/Job Title:	Date:
Dept/Div:	Direct Supervisor:	Empl #:

PROFESSIONAL DEVELOPMENT OPPORTUNITY	
Course/Program:	
Start date:	End date:
Please provide a brief description of the professional development you wish to participate in.	

ESTIMATED COST OF LEARNING OPPORTUNITY	
<b>Description</b> <i>(Pro-D support only covers registration/travel expenses – textbooks are not included)</i>	<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. <i>(no more than one half page, please)</i>

## SUPERVISOR'S ENDORSEMENT

Why would this PCS course 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.*

Departmental Cost Centre (see below for Withdrawal criteria):

## 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

Employee Signature:

Date:

Supervisor's Approval:

Date:

Manager, Director, Dean, AVP, VP or President Approval:

Date:

(Signature of position that represents one level up from recommending Supervisor)

## REGISTRATION

1. Complete Pro-D application form and submit to Supervisor for signed approval.
2. If approved, forward request one level up in the supervisory chain for final approval signature.
3. Once **all** signatures are obtained (attached e-mail approvals are acceptable) please submit this approved form to HUMAN RESOURCES ([Nicole.Mcdowell@royalroads.ca](mailto:Nicole.Mcdowell@royalroads.ca))
4. HR will confirm receipt of your request and provide you with a payment code to enter when self-registering for the Professional and Continuing Studies (PCS) course...**please register online.**
5. PCS will confirm your registration and space availability once received by Human Resources

## COURSE WITHDRAWAL INFORMATION – PLEASE READ

Please read the PCS Refund Policy and send withdraw requests directly to [pcs@royalroads.ca](mailto:pcs@royalroads.ca)

PCS Refund Policy: [pcs\\_refund\\_policy\\_approved\\_7.28.2021\\_2.pdf \(royalroads.ca\)](#)