



REQUEST FOR PROFESSIONAL DEVELOPMENT CREDIT

This form is to be used to request professional development credit for an event or activity outside of an MCC ZPOD. The request must be submitted and approved prior to the beginning of the activity. Documentation must be received in the Dean's office by July 1; please refer to [Policies and Procedures Manual, F-III-b, 5](#) for more information. Complete this form, attach supporting documentation and submit it to your program director/division chair. The request will be reviewed and then submitted to the Dean's office for approval.

Date of Request:			
Employee Name:		MCC ID Number:	
Department:		Hours Requested:	
Check whether the Hours Requested above are listed in semester hours or clock hours.		Semester Hours:	Clock Hours:
Name of Activity:			
Description: <i>Describe the activity and how it will add value to the instructional programs of McLennan Community College. Include what PD goal(s) you hope to meet.</i>			
Start Date:		End Date:	
List Supporting Documentation:			
Program Director Comments:			
Program Director Signature:		Date:	
Division Chair Comments:			
Division Chair Signature:		Date:	
Dean Comments:			
Dean Signature:		Date:	
Required Documentation:	<u>Required</u>	<u>Documentation</u>	<u>Completed</u>
		Official Transcript	
		Certification of Completion	
		Project or Paper	
Original request retained in Dean's office:		Copy of request returned to Director/Chair:	Copy of request returned to Instructor: