

**REQUEST FOR STEP CREDIT &
 PROFESSIONAL DEVELOPMENT FORM**

This form is to be used to request Step Credit, and/or professional development credit. It 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. It will be reviewed and then submitted to the dean's office for approval.

Date Submitted:			
Employee Name:		MCC ID Number:	
Department:		Hours Requested:	
Please note that hours approved for Step Credit will also be applied to the Professional Development Requirement. Prof. Dev. Requested ONLY: Step Credit 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: