

STAFF PROFESSIONAL DEVELOPMENT COMPLETION FORM



This form should be completed for all trainings, certifications, classes, or conferences in which there is **NOT** a MCC ZPOD course created. Each individual that attends said professional development must fill out this form separately. Once the employee has completed the form, they will forward it to their supervisor for approval. The supervisor will then submit the form to the Professional and Organizational Development Coordinator. If the professional development is not a MCC ZPOD course and this form has not been completed and approved, the professional development will not be added to the employee’s official MCC Professional Development Transcript.

Employee: Please fill out the form and submit to your supervisor for approval.

Supervisors: Please add the number of clock hours you approve and any comments you would like to make. Then please digitally sign and date the form. When the form is completed, press the Submit button.

Employee Name:		MCC ID Number:	
Type:		Clock Hours Requested:	
Name of Activity:			
Description:			
Start Date:		End Date:	
Employee Comments:			
Employee Signature:		Date:	
Supervisor Comments:			
Supervisor Signature:		Date:	
Clock Hours Approved:		Entered into Colleague by:	