

## PROFESSIONAL DEVELOPMENT PROCEDURE

### FOR CARL D. PERKINS FUNDS

- A. **Purpose**-Provide funding for a significant professional development activity for an amount requested (not to exceed \$1500) that is directly related to the employee's contribution at Daytona State College. The employee must work within the Career and Technical Education (CTE) programs, i.e. occupational certificates and associate of science degrees, and the professional development activity must assist in meeting at least one of the Perkins Performance Measures listed below:

<b>Technical Skill Attainment</b> – Attaining an earned industry certified credential.
<b>Completion</b> – Earning an industry-recognized credential, certificate, or a degree.
<b>Student Retention</b> – Remained enrolled from the previous year.
<b>Nontraditional Enrollments</b> – Enrollment in a CTE program that leads to employment in a non-traditional field. Non-traditional fields are those careers having less than 25% their gender.
<b>Nontraditional Completions</b> – Receiving an industry-recognized credential, certificate in a CTE program identified as non-traditional for their gender.

- B. **Eligibility**-The following criteria must be met for the employee to be eligible to receive Perkins funding for Professional Development (PD):
1. Must be permanent full-time employee and not currently in a probationary period.
  2. Professional development activity must correspond to a Career & Technical Education (CTE) program, i.e. occupational certificates and associate of science degrees.
- C. **Process**- Please follow the procedure outlined below.
1. Complete the Professional Development Opportunity Application (electronically), check the Perkins funding box on the front page, identify appropriate Perkins performance measure (see above) within the application, and attach supporting documentation. Please ensure that the traveler and the supervisor have signed the application.
  2. The completed packet should be scanned and sent via email to Gina Stafford.
    - a. If the employee is applying for more than one type of PD funding, send to John Brady.
  3. The Perkins Professional Development Committee will review the application. If the activity is approved to receive Perkins grant funding, the traveler will receive an email from Gina Stafford as notification of approval and an explanation of the next step in the process.
  4. The traveler will submit the travel authorization through PeopleSoft. Please attach the approved PD application, the email of approval, and all other back-up documentation (itinerary, flight info, etc.).
    - a. Once the travel authorization is submitted, it is routed for approval in PeopleSoft.
  5. Following the completion of your professional development activity, you will be responsible for fulfilling your dissemination plan identified in your application. Additionally, you will complete the Post Activity Report, which was emailed to you with your notification of approval. In this report you will specify the strategies learned through the PD experience, how you will use them to achieve the identified Perkins performance measure(s) and the outcomes you achieved as described in the application. This is to be emailed to Gina Stafford by the end of the semester in which funding was received. Failure to do so may result in subsequent requests being denied.