

In-Service Professional Development (PD) Application Form MEMBERSHIPS & RESOURCE MATERIALS



EMPLOYEE INFORMATION

Name: _____ Employee ID # _____

Department : _____

Position Title: _____

A. PROFESSIONAL MEMBERSHIP(S)

Formal name of membership: _____

Annual membership period: _____ to _____ Total membership cost: \$ _____

Formal name of membership: _____

Annual membership period: _____ to _____ Total membership cost: \$ _____

Clearly describe how the professional membership(s) meet the JPDC application criteria:

B. RESOURCE MATERIALS

Item 1: _____ Cost: \$ _____

Item 2: _____ Cost: \$ _____

Item 3: _____ Cost: \$ _____

Item 4: _____ Cost: \$ _____

Item 5: _____ Cost: \$ _____

Clearly describe how the resource material(s) meet the JPDC application criteria.

TOTAL ESTIMATED EXPENSES: \$ _____

NOTE: Please ensure to convert all foreign currency to Canadian dollars using the bank of Canada exchange rate.

C. APPROVALS

APPLICANT

APPLICANT SIGNATURE

DATE

- Application must be submitted and approved by HR prior to purchasing your membership or resource materials
- Application must be complete, clear, legible and signed
- Applications must include all supporting documents related to request membership details)
- It is the employee's responsibility to confirm funding availability with HR prior to incurring expenses
- Incomplete applications will not be processed and will be returned.

WHERE TO SUBMIT: *Once complete, please submit your application in person to the Human Resources department at Building A288 or email it to in-service_pd@ufv.ca.*

D. JPDC PROCESSING (Do not complete—OFFICE USE ONLY)

IN-SERVICE PROFESSIONAL DEVELOPMENT ASSISTANT

DATE

PD APPLICATION NUMBER