

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



## EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Department : \_\_\_\_\_

Position Title: \_\_\_\_\_

## A. PROFESSIONAL MEMBERSHIP(S) (All membership requests must be submitted on one PD application once per fiscal year)

Formal name of membership: \_\_\_\_\_

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

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

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

## B. RESOURCE MATERIALS (All resource material requests must be submitted on one D application once per fiscal year)

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

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APPLICANT SIGNATURE

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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](mailto:in-service_pd@ufv.ca).*

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

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IN-SERVICE PROFESSIONAL DEVELOPMENT ASSISTANT

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DATE

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PD APPLICATION NUMBER