Learning Links Credit Pre-Approval Form

According to the Collective Bargaining Agreement, employees may be awarded one (1) Learning Links credit for each hour of attendance at a workshop or conference that is **pre-approved*** by the Executive Director or designee, that occurs outside of the employee's normal work day. The employee is required to submit evidence of attendance to the Executive Director within two (2) weeks of attendance. Please print and attach information about this workshop/conference with this form (flyer, print out from webpage, or similar information). Submit completed form to Supervisor.

_____ _____ _____

Name Position Program

Date(s) of Meeting/Conference: _____ Location: _____

Conference/Workshop sponsored by: _____

Title of Conference/Workshop: _____

Number of Learning Links Credits Requested:_____

Description of how this professional development activity connects to professional standards:

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Executive Director Signature Date

*SWCCCASE will not provide payment or reimbursement for the conference/workshop

Updated 7/2016- JB