UW-Parkside Professional Development Plan

For Tuition Reimbursement Consideration

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| Name:       | Estimated Course/Degree/Certification Completion Date:        |
| Department:       | Current Working Title:       |
| Name of Degree/Certificate/Training requested:      Name of Training Institution :       |

**Professional Development Plan**

1. Provide a description of the proposed course of study, including a list of courses and the institution the employee is planning to attend.
2. Provide a schedule or timeline planned for the proposed course of study.
3. Provide a description of how the proposed course of study relates to the employee’s current job assignment or position responsibilities.
4. Provide a description of how the proposed course-provided knowledge/techniques improve the employee’s performance and contribution to the institution.
5. List the schedule of costs associated with the proposed course of study (based on tuition cost in effect at the time the plan is developed).

Employee Signature Date

Supervisor Signature Date

Hiring Authority Signature Date

Human Resources Director Signature Date