



## Professional Development Office of Human Resources

### Use This Form to Obtain Credit For Travel Conferences/Workshops/Seminars

#### How to use this electronic form:

Type your answers in the boxes below. Boxes will expand to fit content. When finished, go to the toolbar above. Choose File → Send to → Mail Recipient (as Attachment). Send to scoletta@bccc.edu.

**SUBMIT SUPPORTING DOCUMENTATION ONLY IF TRAINING WAS NOT PROFESSIONAL DEVELOPMENT COUNCIL (PDC) FUNDED OR SPONSORED\***

#### EMPLOYEE INFORMATION

NAME: \_\_\_\_\_  
Last First Middle Initial

Department/Division/Office

Phone Number

#### PROFESSIONAL DEVELOPMENT INFORMATION

**\*Were PDC funds used to attend this event?  Yes  No (Submit Documentation)**

TITLE OF EVENT: \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

LOCATION (City, State): \_\_\_\_\_

DATE(S): \_\_\_\_\_ Total HOURS OF TRAINING (excludes breaks and meals): \_\_\_\_\_

OVERVIEW/PURPOSE OF TRAINING/LEVEL OF SATISFACTION:

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DATE (S) AVAILABLE TO PRESENT: \_\_\_\_\_

Please forward this form to:  
Saverio Coletta  
Office of Human Resources, West Pavilion Rm 149  
Phone: 410-209-6004 Fax: 410-209-6096 E-mail: scoletta@bccc.edu