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 lbrown10@bccc.edu.

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

EMPLOYEE INFORMATION

NAME: ____________________________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
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___________________________________________________________
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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATE (S) AVAILABLE TO PRESENT: ____________________________

Please forward this form to:
Lakeisha Brown
Office of Human Resources, West Pavilion Rm 149
Phone: 410-209-6004 Fax: 410-209-6096 E-mail: lbrown10@bccc.edu