

Office Use Only

CPIC App: _____
Supervisor: _____
Funds: _____
CPDD: _____
Order#: _____
Conf Sent: _____

Classified Professional Improvement Committee Request (CPIC)

Today's Date _____

Name: _____

School/Department: _____ Job Title: _____

Email: _____ Wk Ph #: _____ Hm Ph# _____

1) Course: _____ **Cost: _____
Event # _____
***Date(s): _____ Time: _____ Location: _____

How this course will help me in my current job: _____

- ☐ *I am submitting a **new course to be approved** by the Classified Professional Improvement Committee (CPIC).
Attached is a copy of the course information/brochure.
- ☐ **I am requesting payment for this course from classified professional development funds.
- ☐ ***I am requesting a Classified Professional Development Day (CPDD), as the course is offered during contract time
(full-time employees only).

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CPIC Approved: YES NO
CPIC Funds Approved: YES NO
CPDD Approved: YES NO

Applicant Signature

Principal / Dept. Supervisor Signature

CPIC Administrator / Designee Signature

If denied, please explain _____

- ✓ * To submit a **NEW** class for approval, forms must be submitted by the 25th of the month to the Staff Development Dept., for approval by the Classified Professional Improvement Committee (CPIC)
- ✓ **A course must have prior approval of CPIC to qualify for use of professional development funds. **Please understand that if you register for a course that is paid for by CPIC funds, and you do not attend, you will be required to reimburse Jordan School District Staff Development for all registration fees.**
- ✓ ***If a course is offered during contract time, you must request a *Classified Professional Development Day (CPDD)*, with your immediate supervisor's approval.

Request for funds should be submitted 10 working days before beginning date of class.

Return this form with attached information to: **Classified Professional Development
Jordan School District
7387 South Campus View Drive
West Jordan UT 84084**

Questions? Please call 567-8334, Lucy Bateman

4/7/11