

SUPPORT STAFF PROFESSIONAL DEVELOPMENT CERTIFICATE Registration Form

SECTION 1 - Employee Information

Date: Employee ID#:
Employee Name: Department:
Position: Supervisor Name:
Home Campus: Phone Ext#:

SECTION 2 – Certificate Selection (*choose one*)

Leadership

Data Management

Positive Service Culture

SECTION 3 – Employee Acknowledgements

- ☐ A registration form is required to enrol. Completed registration forms are to be submitted to Human Resources (Sehrish Butt) for sign off by Lynn Watson.
- ☐ Academic work/studying will take place on the participant's own time during non-work hours.
- ☐ Participants may request the use of Professional Development days (Article 9.5) by submitting a completed PD Application form to their supervisor in advance. Refer to the HR webpage to obtain a copy of the PD Application form.
- ☐ Payment for all course fees, textbooks, and Embanet fees (\$70/course, where applicable) must be paid by the participant upfront.
- ☐ Reimbursement requests for course fees, textbooks, and Embanet fees will be processed after course completion with proof of a passing grade along with all applicable receipts. Send reimbursement requests to Human Resources (Sehrish Butt) on a Support Staff Employment Stability Expenditure Approval Form.

Employee Signature: Date:

SECTION 4 – Human Resources Use Only

Application form (choose one): Approved Declined

HR Consultant Name:

Signature: Date:

SECTION 6 – Document Distribution

Employee Completes Application Form → Human Resources (Sehrish Butt) → Signed Original back to Employee
→ Copy in Personnel File

Sir Sandford Fleming College is committed to building an inclusive and accessible learning and working environment, and will make appropriate accommodations available to individuals with disabilities who wish to participate in professional learning and development activities at the College. Please inform Sehrish Butt (extension 1349 or by email at sehrish.butt@flamingcollege.ca) of the nature of any accommodation(s) that you may require to ensure your equal participation.