

### How do I request professional development funds?

NCC uses a pre-approval system to determine which activities or events can be funded each academic year. To begin the request process, please complete the NCC Pre-Approval form and submit it to your supervisor:

**NCC Pre-Approval Form for Professional Development Requests:** complete this form and include information about the event that you would like to attend. Once completed, submit it to your supervisor for approval. It will then be forwarded to the College President (or designated authority) for final approval, and come back to the HR Office for processing.

This completed form must be submitted to the Human Resources Office two (2) months prior to your event and is required *before* you can register or make reservations for the activity. If you do not receive prior approval, you may not be eligible for pre-payment or reimbursement.

### What happens next?

Once you have been pre-approved for your event, the completed and signed pre-approval form should be forwarded to the HR Office for processing at [NCCHR@ccsnh.edu](mailto:NCCHR@ccsnh.edu). The HR Office will then send you an email with the Professional Development packet to be completed, and you can follow the simple instructions (see Three Easy Steps document) to submit your paperwork and get registered for your event. You will receive a letter of confirmation from the HR office of the funds that have been allocated for your event.

### What if I have questions?

If at any time you have questions throughout the process, please contact the HR Office at [NCCHR@ccsnh.edu](mailto:NCCHR@ccsnh.edu) and we will be more than happy to help you. You can also call Jane Murray at extension 1534, or Cathy Barry at extension 1766.