

Professional Development Request Form (2021)

To request a Professional Development program, please complete the form below and submit to your department manager for approval. If approved, your manager will submit to Human Resources for final approval.

Name	Ben Carpenter	Title	User Interface Designer
Department	Product	Reports To	Nick Cromwell
Exempt/Non-Exempt	Exempt	Full-Time/Part-Time	Full
Date When Training Starts (if established)	July 8, 2021	Date When Training Ends (if established)	July 22, 2021

Please detail the program name, type, cost, timeframe for completion, skillsets to be gained, etc. and any other notable information below:

Name of Program: Level-Up with Modern CSS

Type: Workshop, Seminar or Conference

Cost: \$450.00

Timeframe for Completion: 5 total days across 3 weeks

Skillsets to be gained:

modern CSS properties and layout behaviors, ensuring styles and components are accessible, making scalable style decisions, performance improvement

Any additional information:

<https://smashingconf.com/online-workshops/workshops/stephanie-eckles/>

Employee Signature

BEN CARPENTER

Date

07/06/2021

Manager Signature

Date

HR will review all requests for training, memberships, certifications, etc. and approve or deny requests based on the company's annual budget established for this program.

Approved ☐

Approved with Modifications ☐

Denied ☐ (Feedback Provided Below)

Explanation (where applicable): *New amount of \$450.00 approved and recorded by HR.

HR Signature

DocuSigned by:

Bernadette Maloney

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Date 7/6/2021