**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.

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| --- | --- | --- | --- |
| **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/**

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**Employee Signature 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):**

**HR Signature Date**