**Professional Development Request Form (2022)**

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** | Jim Castrigano |
| **Exempt/Non-Exempt** | Exempt | **Full-Time/Part-Time** | Full |
| **Date When Training Starts (if established)** | April 18, 2022 | **Date When Training Ends (if established)** | April 20, 2022 |

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

**Name of Program:** An Event Apart Spring Summit

**Type:** Workshop, Seminar or Conference

**Cost:** $950

**Timeframe for Completion:** 3 days

**Skillsets to be gained:**

Advanced CSS, accessibility, design systems, UX, web components, layout, typography, web platform features

**Any additional information:**

https://aneventapart.com/event/spring-summit-2022

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**Employee Signature Date 02/23/2022**

**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**