



PROFESSIONAL DEVELOPMENT REQUEST FORM

Employees must receive approval before any coursework or training begins and will only be reimbursed after providing receipts of expenses and providing proof of completion (where applicable).

STEP 1: PRE-APPROVAL

I, _____, as a regular **part-time** employee of ATS, wish to participate in the Professional Development program by attending the following training/seminar(s) in pursuit of my career with ATS.

I understand that with approval of this request and upon verification of receipts and course completion (where applicable), I may be reimbursed up to 100% of registration fees, required course materials, related test fees, certification/membership expenses, hours in training, and some domestic travel expenses. This benefit allows for a maximum of \$3,500 per year.

Please check the box that applies:

- ☐ I am currently pursuing a certification/professional membership that relates to my position at ATS.
- ☐ I am taking continuing education credit(s) as it relates to a currently held certification.
- ☐ I wish to attend a conference/seminar that relates to my position and core business at ATS.
- ☐ I am pursuing training that relates to ATS' core business.
- ☐ I am completing training that is required for my job at ATS.

Course

Dates

Cost

Paid Training Time: If you are including labor time as part of your professional development request, please note your total hours requested: _____ **hours**. The cost of training hours counts towards the total benefit amount. Employees may not exceed a maximum of 20 hours per year. Paid training hours are available for time-bound courses on specific dates where a completion certificate is issued and the training is directly related to your current or future assignments at ATS. In general, self-paced courses done over a long period of time are not eligible for paid training time.

Travel: For professional development requests that involve domestic travel, lodging and transportation qualify as allowable travel expenses and must be supported by receipts. Meals and international travel are not eligible travel expenses.

Reimbursement Funds: Requests for professional development reimbursement must adhere to eligible criteria (included above) and exclude courses covered by tuition reimbursement. Funds allocated for each program (tuition reimbursement vs. professional development) are distinct and cannot be shared or combined.

Purpose of Request: Describe below how the professional development request relates to your current position or future position at ATS.

(Continued from page 1)

Please attach the supporting documentation listed below to this request form and submit it to your manager.

- **Description of the course, training, or program**
- **Cost estimate(s)**

I, _____, acknowledge that if I choose to voluntarily leave employment with ATS within one year of receiving any professional development reimbursement, I agree to repay ATS the full amount of reimbursement received during the twelve-month period preceding my last day of work.

Employee Signature/Date

Manager Signature/Date

-----For HR Approval-----

HR Approval: _____

Date: _____

STEP 2: APPROVAL

Upon completion of Step 1, the employee or manager will email the **Professional Development Request Form** with **supporting documentation attached** to the **Division's HR representative** for review and approval. Please allow 3-5 business days for review and approval.

Upon approval, the employee may enroll in the professional development. Employees who enroll in professional development prior to approval may be held responsible for the full cost of the training.

No new professional development requests will be accepted and processed for that calendar year after November 30th. All requests received after the November 30th deadline will be processed in the new year. Employees should continue to submit certifications/proof of completion for reimbursement processing following November 30th.

STEP 3: REIMBURSEMENT

Upon the completion of the professional development, the employee will email the following documents to the Division's HR representative:

- **Receipts of expense/proof of payment**
- **Proof of any certificate earned/proof of completion or attendance**

Documents must be submitted within **30 days** of course completion for reimbursement processing. Failure to do so may result in forfeiture of professional development reimbursement. It is the employee's responsibility to submit the final documents before the deadline. Employees who use paid training hours and fail to provide proof of completion/attendance/certification, may be required to pay back time taken.

Employees who submit their documents for reimbursement following the last payroll of the calendar year will have the reimbursement counted towards their next calendar year allowance.