



External Training Request Form

Michelle Smith, PDFC Co-Chair

Would you like credit for Professional Development on your own time? Submit the following information for the external training to be considered by your supervisor:

- **Description:** Provide a summary of the external training including a link to the website (*if available*).
- **Location:** Specify the physical address or indicate online/virtual as appropriate.
- **Date(s):** Enter the start and end dates for the external training. If this is a one-day event, enter the start and end date as the same date. You will not be able to mark this training as completed until the END DATE as entered here.
- **Time Requested:** Indicate the total hours and/or minutes requested for this external training.
- **How does this training lead to student, instructional, or staff improvement?** Explain how this external training meets the guidelines of the [California Community Colleges Chancellor's office](#) in ***your own words***.
- **TITLE 5 Category:** Select the category from Title 5 ([§ 55724](#)) this external training meets.
- **Attachments (Optional):** Attach a brochure or flyer for this external training (*if available*). Each attachment can be up to 1 MB in size, and a maximum of 15 attachments can be added to this request. File types are limited to doc, pdf, ppt, rtf, txt, xls, and image (gif, jpg, png) files. After selecting the appropriate attachments, click the SAVE button.

Does this external training have a cost? If so, consider applying for Professional Development funding as described on the [webpage](#).

Language

[English \(US\)](#)

Title *

Description: *

Location: *

Date(s): *



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Time Requested: *

Hours

Minutes

How does this training lead to student, instructional, or staff improvement? *

TITLE 5 Category *

Select

Attachment(s)