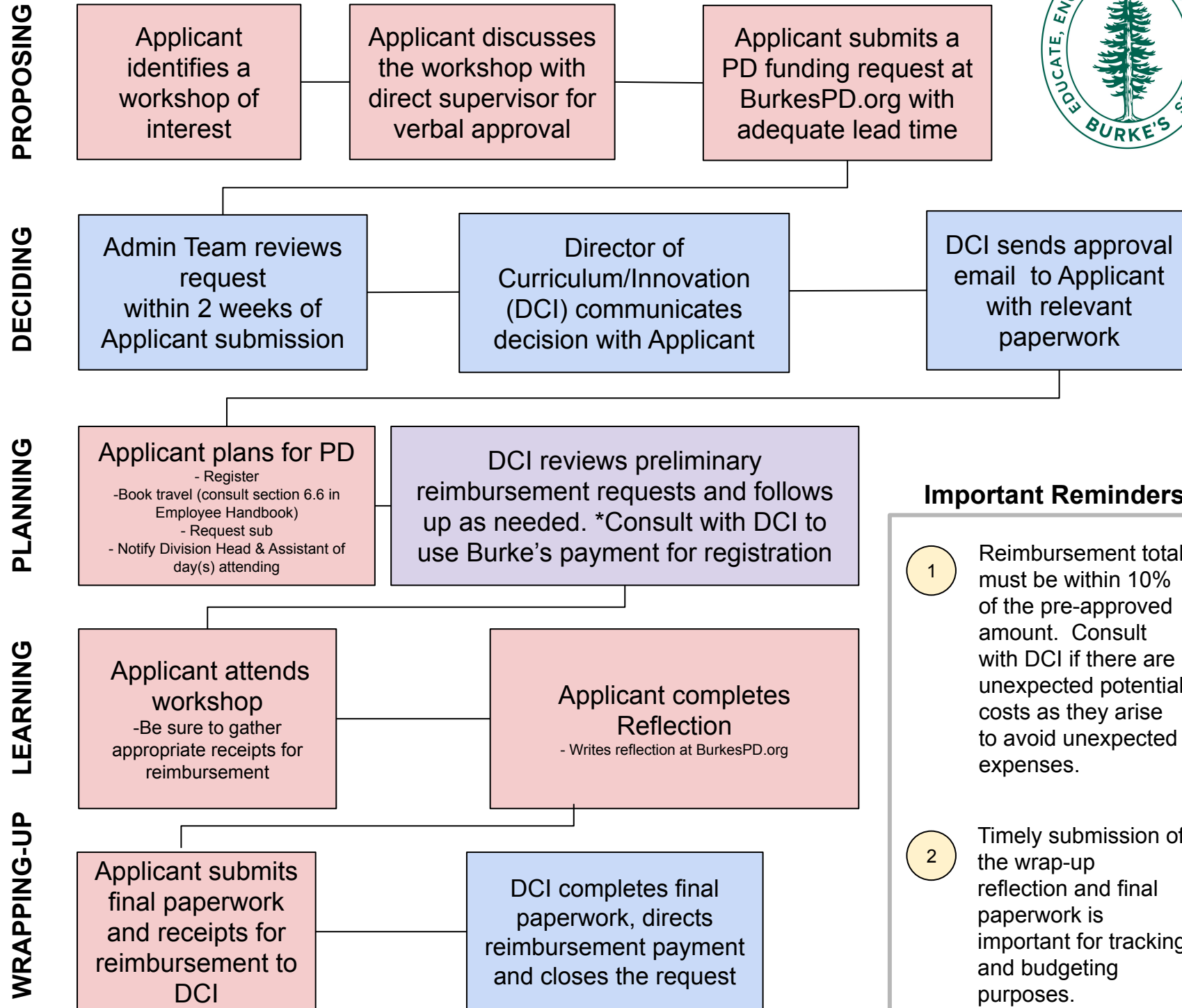


Burke's PD Request Process



If you would like to pursue a professional development opportunity at any time during the year, *the first step is to speak to your supervisor about the opportunity and get their verbal approval.*

Next, complete a Professional Development Funding Request at BurkesPD.org which will move your request through the approval process with the Academic Admin Team.

If approved, you will receive documentation needed for any reimbursement requests within 2 weeks.

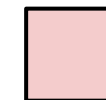
Once you've attended the workshop, please be sure to post a reflection directly on the [Burke's PD website](https://burkes.org) in the "Reflections" tab.

Direct inquiries to pd.manager@burkes.org

Important Reminders

- 1 Reimbursement total must be within 10% of the pre-approved amount. Consult with DCI if there are unexpected potential costs as they arise to avoid unexpected expenses.
- 2 Timely submission of the wrap-up reflection and final paperwork is important for tracking and budgeting purposes.

ACTION REQUIRED BY:



Applicant



Director of Curriculum & Innovation (DCI)



Both Applicant and DCI