



LONG BEACH CITY COLLEGE
CLASSIFIED STAFF DEVELOPMENT

Request for Classified Reimbursement for Professional Growth Staff Development Course

Per Article 25, Section 25.5 - The District will encourage professional growth staff development educational activities. Courses must be part of a "Career Development Plan" that is developed by an employee in consultation with a LBCC or another community college counselor or academic advisor at a four-year college or university. **The plan must be submitted at least one month prior to class registration for approval by the immediate supervisor.**

PART 1

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Name **Employee ID #** **Date**

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Position **Department** **Extension**

Course Name(s) & Number(s)	College	Beg, & End Dates	Fees

*Include **mandatory** enrollment or tuition fees only. Per Article 25, Section 25.5.4 An individual may request \$400 in one year or a total of \$1,000 over a three (3) year period.

I am requesting reimbursement for classes listed above in accordance with Article 25 of the AFT Contract.