

# HLP AE Professional Development Request Form

*Instructors must complete this form if requesting to attend professional development (PD) related to area of instruction. This professional development relates directly to a career technical education (CTE) program, intended to improve, enhance, or expand the instructor's ability to provide high-level CTE instruction.*

Instructor Name:

Date of Submission:

Pathway:

Course Title:

Date of PD:

Name of PD:

1. How will the instructor's participation in this professional development improve the academic and technical skills of students when integrated into instruction?

2. What learning objectives in the course outline will the professional development relate to? (Submit a copy of the course outline with the information highlighted)

3. Is this professional development related to new skills for the instructor or is it a refresher of skills already learned? Please describe these skills.

4. How will the skills attained by the instructor, from participation in the professional development, help with the employability of students upon completion of the program?

**Please submit:**

- 1. Copy of the registration form for the PD**
- 2. Highlighted course outline (as requested in question #2)**
- 3. An agenda from the PD**

Program Administrator (signature): \_\_\_\_\_ CTE Director (signature): \_\_\_\_\_