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| **EMPLOYEE PROFESSIONAL DEVELOPMENT**  **Fayetteville Technical Community College** | | |
| **Employee Name:** |  | **FACULTY**  (30 hours required annually) |
| **Job Title:** |  |
| **Department:** |  | **STAFF**  (12 hours required annually) |
| **Reporting Period:** |  |

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| ***PROFESSIONAL DEVELOPMENT ACTIVITIES*** |
| These are primarily activities considered to be continuing professional education related to one’s career field. They also indicate how the individual relates their career field to supporting the larger academic community. These activities can include the preparation of articles and books; attending or presenting at conferences, seminars, webinars, and workshops; membership in professional organizations; holding office in professional and academic organizations; and/or attaining educational advancement. Employees are responsible to track his/or her own professional development using this form. Attendance and credit for any session is approved/disapproved by the attendee’s immediate supervisor.   |  | | --- | | ***REQUIRED TRAINING EVERY 3 YEARS:*** | | * Prevention of Sexual Harassment/Violence, Title IX, and Clery Act * Public Safety and Security Training * Student Records Training | |

| **Title of Conference/Seminar/Webinar/Workshop/Activity** | | | | | **Date**  **mm/dd/yyyy** | **On/Off**  **Campus Contact Hours** | **CEU/CEC Credits**  **Awarded** | **Role** |
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|  |  |  |  | **TOTAL** | |  |  |  |

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| ***MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS*** |
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| Print Name of Employee |  | Signature of Employee |  | Date |
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| Print Name of Supervisor |  | Signature of Supervisor |  | Date |