

SLCC CTE Perkins Professional Development Proposal

Effective September 2025 – August 2026

Name/Title of Applicant	
Email Address	
Department	
Training/Conference Title	
Link to Conference or Training	
Conference/Training Dates	
Training/Conference Location	

Total Amount Requested _____

- To be considered for funding, proposals must be complete (including all supporting documentation) and signed by the applicant and appropriate supervisors as listed below.

Check one:

- ☐ Full-time Faculty
 ☐ Full-time Staff
 ☐ Adjunct Faculty/PT Staff

Professional Development Category

- ☐ Certification/Licensure Review and/or Exam
☐ Industry-related Conference
☐ Student Support/Learning/Retention Conference
☐ Specialized Short Course
☐ Train-the-Trainer
☐ Presenting at Conference
☐ Industry Internship (*travel or materials only*)

Signatures confirm the application is complete, approved by direct supervisors, and meets the priorities of Carl Perkins funding. Signatures also acknowledge that no expenditures may be made prior to the CTE office generating an SLCC Travel Number. Each submission must include all required signatures.

Signature	Date
Faculty Applicant	
Associate Dean/Asst. Director/Director	
Dean/Director/AVP	

Please answer all questions as thoroughly as possible with description a non-expert would understand. Include sources where applicable. All supporting documentation must be attached to the submission to be reviewed. Incomplete applications will be returned.

Proposals must be emailed to carlperkins@slcc.edu by the published deadline (see [CTE/Perkins web page](#)). The CTE Office can provide review/recommendations to strengthen your proposal if requested in time to meet submission deadlines. We want to support you in submitting a strong proposal.

Budget

All travel must comply with the [SLCC Travel Reimbursement Policy](#) (*Please read thoroughly*). You must include a quote from SLCC's contracted travel agency, [Corporate Travel Planners \(CTP\)](#) for airfare (if needed), as well as a quote for the conference, hotel, or car rental expenses (if needed). If you need assistance, please email carlperkins@slcc.edu for support in obtaining quotes.

Note: costs for substitute instructor coverage are not eligible through Perkins. Please plan for those costs through another budget.

Item	Description	Amount
Conference or Registration Fee**		
Certification Exam Fee**		
Materials Fee**		
Airfare**		
Mileage		
Lodging ** (include cost/night, # of nights)		
Meal per diem (review per diem guidelines)		
Car rental w/insurance included** (please describe why this cost is necessary)		
Other (<i>shuttle, Uber, etc. please describe</i>)		
TOTAL REQUESTED BUDGET		

**** Budget requested for these items must include a quote for application to be reviewed.**

Did you attend this professional development opportunity in the previous fiscal year? Yes No

If yes, how was this professional development opportunity funded?

Description of professional development activity. Detailed description, including courses, exams, or conference purpose; location; vendor or sponsor; and description of timeline for intended outcomes. If you are requesting an internship, please provide site information, company contact information, and other relevant details. (Recommended word count: 100 – 200 words for each question)

Please provide description a non-expert will be able to review.

1. Detailed purpose for attending:

2. What impact do you anticipate from this training

- How will this experience meaningfully improve your teaching, your student support, industry changes, or program quality/ updates?
- How does it support SLCC's priorities of engage, complete, and thrive?
- Is there an impact on Special Populations as defined in the Carl Perkins legislation?

3. **How will you share what you learn.** Describe how you will implement and share your professional development in the classroom and/or with colleagues (presentation, workshop, new curriculum, new teaching methods, etc. Please provide detailed description). (Recommended word count: 100 – 200)

Examples:

1. *I am attending a conference on widget making and will earn industry required training/certification to continue to teach widget making. This information will be included in my e-portfolio.*
2. *I plan to add widget making as a part of the learning outcomes in my courses and will document change in how students meet the outcomes.*
3. *I am a staff member that needs to have a strong understanding of widget making and how this aligns with concurrent enrollment/admissions. I will train other staff on the new information and measure how it is incorporated into support .*
4. *I plan to revise my approach to student retention based on documented successes. I will develop an outline of the new approach to share with colleagues.*

Other: Please add any additional clarification about the need for or impact of this professional development.