

# Professional Development Procedures

## I. Submission of Credentials

1. All employees' credentials and college transcripts are on file in the Human Resources office.
2. While employed at the College, employees are expected to report any new credentials to the Human Resources office each year.
3. All employees must provide college transcripts to the Human Resources office for any new degree obtained.

## II. Documentation of Professional Development

As part of the annual review process, employees are expected to work with their supervisor to document their professional development activities.

---

**Policy Number:** 03.01.08.01

[Download a PDF of this policy](#)