

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES PROFESSIONAL DEVELOPMENT</b>	Procedure 3.1.8.1
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**I. Submission of Credentials**

1. All employee’s credentials 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 with the submission of a new contract the following June.
4. All college transcripts will be maintained in the Human Resources office.

**II. Classes sponsored by the College**

1. Professional development activities’ coordinators are expected to maintain a roster of workshop participants.
2. On the last day of a workshop, all rosters for the workshop should be submitted to the Human Resources Office.
3. After a workshop is completed, the Human Resources office will provide each workshop participant a certificate of completion.
4. A copy of the certificate will be maintained in the Human Resources office.
5. A history of the professional development participation will be maintained by the Human Resources office.
6. Rosters of attendance at College sponsored professional development activities will be maintained in the Human Resources office.

**III. Professional Development Activities not sponsored by the College**

1. Examples of professional development events not sponsored by the College include conferences, workshops and seminars that do not occur on the College’s campus.
2. All staff members are expected to submit records of attendance for professional development activities to the Human Resources office.
3. Examples of documentation include a certificate of completion, instructor verification, or a College renewal credit form (located in the professional development office on Haywired).
4. Records of employee professional development activities will be maintained in the Human Resources office.

Adopted: 03-24-2017  
Cross Reference: Policy 3.1.8: Professional Development