

# Approval Process: Professional Development (PD) for State Library Personnel

(PD includes conferences, webinars, etc. that have fees/costs and those that are free (entered as line item in budget with \$0 cost))

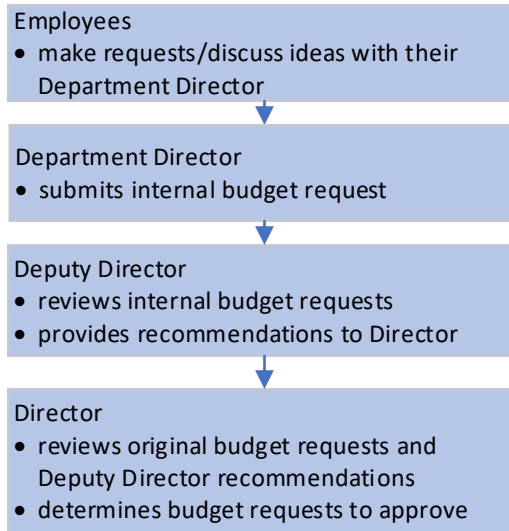
## Annual Agency Internal Budget Request

## New/Revised Request during the Year

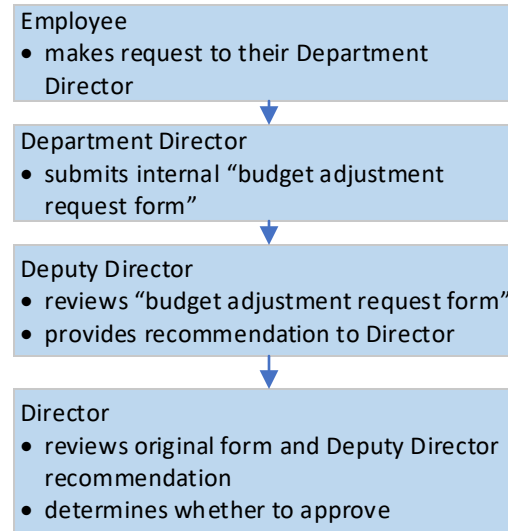
Employee wants to attend PD that was not included in internal budget request

Annual Internal Budget Request Form  
Department Director provides the following:

- Regular PD (annual conferences) as part of annual budget process.

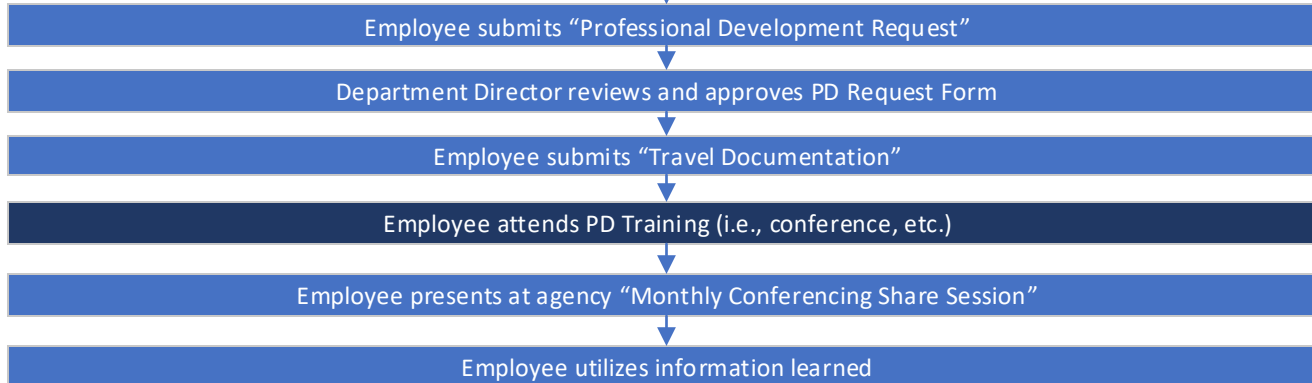


ONLINE DASHBOARD  
Requests are completed and approved through the agency's online dashboard



Budget Adjustment Request Form  
Department Director provides the following:

- Explanation of why it was not in initial budget request (e.g., rate change that happened during the year or product just became available)
- Necessity of request



Professional Development Request Form  
Employee provides the following:

- Describe objective/content that will be covered during training;
- Explain what you hope to learn;
- How will attendance benefit the agency, your fellow employees, and agency mission;
- How do you plan to share information learned with your fellow employees;
- How does it tie into EPMS goals (if presenting, must submit in advance for approval by supervisor and agency director)

Travel Documentation  
Employee provides the following:

- Agenda for conference;
- Which session the individual employee desires to attend (helps ensure different employees attend as many different sessions as possible)
- Necessary state travel documents

Monthly Conferencing Share Session

- All agency employees invited to attend, some employees specifically requested to attend
- During the session, those that attended a conference in the last month must present

Ways Employee Utilizes Information Learned at PD

- Immediately through teaching a class to other libraries, etc. (This accounts for some of the 844 training sessions agency personnel offered to others in person or online in FY16-FY21);
- By directly applying the information to the employee's regular job duties