

# PROFESSIONAL DEVELOPMENT CONTINUING EDUCATION REGISTRATION FORM

## SECTION 1 ALL INFORMATION REQUIRED

NAME (PLEASE PRINT OR TYPE)

CWID

WORK EMAIL

WORK PHONE

JOB TITLE

DEPARTMENT/DIVISION

PRIMARY CAMPUS

JOB STATUS (check one): ☐ Full-time ☐ Part-time, more than 15 hours per week ☐ Part-time, less than 15 hours per week

## SECTION 2 COMPLETE ALL INFORMATION PERTAINING TO CE CLASSES.

View [Continuing Education Class Schedule](#). Email completed form to [professionaldevelopment@collin.edu](mailto:professionaldevelopment@collin.edu). Requests not submitted at least five business days prior to course start date will not be accepted.

**NOTE:** Please do not register for courses. Registration is completed by the Professional Development Team. All CE courses are contingent on minimum enrollment. Employee enrollment is not confirmed until you have received a confirmation email from the Professional Development Team.

5-Digit CRN	Course Name	Fee	Day(s)	Date(s)	Campus	Time

Failure to attend class without proper withdrawal\* or obtain a signed CONFIRMATION OF ATTENDANCE may disqualify you for future CE classes.

**\*CLASS WITHDRAWAL POLICY** - Your intention to withdraw from a class must be sent to [ceresgistration@collin.edu](mailto:ceresgistration@collin.edu) at least three business days prior to the first day of class. You will receive an email confirming withdrawal.

## SECTION 3 SIGN FORM AND OBTAIN SIGNATURE OF MANAGER.

Courses must be approved by your supervisor as pertaining to current and prospective job duties in your current role.

Employee Signature

Manager/Supervisor Signature – **MANDATORY**

Date

Department Cost Center / Spend Category

*Note: If the CE course is taught by a Collin College CE instructor, the instructional fee will be charged to the Employee Success Team's budget. Vendor-led courses will be charged to the department cost center.*

**\*Email completed form to [professionaldevelopment@collin.edu](mailto:professionaldevelopment@collin.edu).\***

*For HR and Continuing Education Use Only*

CE Class Eligible (contingent on minimum enrollment): Yes ☐ No ☐ Initials of CE Representative

Signature Campus Provost

Explanation: \_\_\_\_\_