

## Professional Development Fund Request Form

### USER INSTRUCTIONS

**Form Purpose:** Use this form to request approval for professional development activities.

**How to Complete this Form:** Fill out this form, to include manager and component VP signature and submit to HR.

**Deadline:** This form must be received and approved at least one month in advance of the professional development activity.

**Upon Completion of Activity:** Submit Certification of Completion or another related document to HR to include in personnel file.

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of training/workshop/conference: \_\_\_\_\_

Training/workshop/conference Provider: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

**Provide details describing objectives, topics, and content that should be covered during this activity.**

**Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity.**

How does this training/development relate to your primary role at UnidosUS?

(Managers only) How will your attendance at this activity benefit the staff you supervise or the people you work with?

**PROJECTED EXPENDITURE:**

Registration cost: \_\_\_\_\_  
\_\_\_\_\_

**APPROVAL:**

Employee signature: Edwin Rodriguez Date: \_\_\_\_\_

Manager signature: [Signature] Date: 09/05/2025

VP signature: [Signature] Date: 09/12/2025

HR signature: Latia Littlejohn Date: \_\_\_\_\_

**Please note:** The Professional Development Fund is subject to annual company budgets established for external trainings and memberships. Expenses up to \$1000 per fiscal year approved by your manager/VP will be covered by HR (CC 1811-10)

# Order Details

## Order #

30009802529

## Order Placed

22 September 2025

## Status

Processing

## Email

e\_j\_rod@outlook.com

---

PMI-PMOCP™ Certification Exam

**\$520.00**

Qty: 1

---

Subtotal: \$520.00

Discounts & \$0.00

Promotions:

Shipping: \$0.00

Tax: \$0.00

**Grand Total: \$520.00**

---

## Payment Method

 visa ending in 3078

## Billing Address

Edwin Rodriguez  
4003 Beckton Trl  
Jamestown, North Carolina  
27282  
US