

Professional Development Funds Available and Upcoming Deadlines

There are Professional Development funds remaining for the current fiscal year (Staff PDP, Staff Group PDP, Faculty PDP, and Group PD). Also, the PD deadline for FY24 Cycle 1 (activities that occur between July 1 and Dec. 31) is Friday, April 28.

- **Faculty Professional Development Plan Funds (Faculty PDP)**

Benefits eligible faculty that have been employed for at least 30 days are eligible for up to \$1200 in Faculty PDP over a three-year cycle with a maximum of \$750 per year. These funds may be used for approved PDP activities such as credit classes, workshops, seminars, research, conferences, related materials such as books, etc. For additional information about this program, contact Office of Instruction Executive Assistant Cheri Beard at (208) 769-3305 and cheri.beard@nic.edu.

- **Staff Professional Development Plan Funds (Staff PDP)**

Benefits eligible staff that have been employed for at least one year and are not funded by a grant are eligible for up to \$750 in [Staff PDP](#) every two years. These funds can be used for certification courses, conferences, tuition/fees, webinars, etc.

Ideas for how to utilize this benefit for individuals:

- Workforce Training Center classes - you can apply for Staff PDP to cover tuition not covered by the tuition waiver
- Microsoft or other computer certification exam fees
- Webinar through relevant professional associations
- First Aid, CPR and AED certification courses
- Diversity certifications

- **FY23 Staff Group PDP applications**

Do you have an idea for a training event, speaker or other development ideas that would benefit multiple staff members prior to June 30? Applications are being accepted for Group Staff PDP awards by submitting your request that includes your idea, who it will benefit and amount requested to humanresources@nic.edu. These applications will be reviewed by Staff Assembly Executive Committee.

- **FY23 Group Professional Development Funds (Group PD)**

The PD Funds Approval Committee has opened a second priority application deadline for Group Professional Development (Group PD) Applications.

Applications may be submitted by any employee or group (e.g., committee chairs, division chairs, departments) for activities that would benefit multiple employees and be concluded by June 30. Grant funded programs/groups are not eligible for PD Funds.

The PD Funds Approval Committee will review the applications and prioritize fund distribution according to applicability to NIC's mission, values, [Integrated Strategic Plan](#) and the overall good of the college. Requests that align with the Integrated Strategic Plan's goals and objectives will have priority.

For priority consideration, applications must be submitted to humanresources@nic.edu by April 14. Applications received after April 14 will be reviewed periodically until all funds are allocated.

Additional information about the Group PD funding opportunity and application can be found on the Human Resources portal site in MyNIC under Prof. Development & Tuition Assistance > [Professional Development Funds \(PD & Staff PDP\)](#). You can also access the overview and application through the links below:

- [Group PD Funds Application Overview](#)
- [Group PD Funds Application](#)
- **Professional Development (PD) Fund Application Deadline is Friday, April 28, for activities that will occur between July 1 – Dec. 31**

PD Fund Applications for FY24 – Cycle 1 (for activities that fall between July 1 and Dec. 31) must be submitted through Etrieve Forms or the HR portal site [PD Funds Application](#) with all approvals received by Friday, April 28. Please note, the entire process is online and your application will automatically be routed for approvals. Paper applications will not be considered.

Who is eligible to apply for PD funds?

Employees in benefit-eligible positions who have been employed continuously for one year or more may apply for PD funds. At this time, employees working for grant funded programs are not eligible for PD Funds.

Additional information about the PD Funds program and application tips can be found on the HR portal site in MyNIC under Prof. Development & Tuition Assistance > [Professional Development Funds \(PD & Staff PDP\)](#)

For more information about Professional Development Funds or how to apply, contact humanresources@nic.edu or HR Senior Administrative Assistant Julie Bailey at (208) 769-3304. Faculty PDP Fund questions should be directed to Office of Instruction Executive Assistant Cheri Beard at (208) 769-3305 and cheri.beard@nic.edu.