



# College of The Albemarle Procedure

Procedure Number: 3.1.8.1

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**Title: Professional Development**

**Related Policy: Policy 3.1.8 Professional Development**

**Division of Responsibility: Human Resources**

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**I. Submission of Credentials**

- A. All employees' credentials are on file in the Human Resources Department.
- B. While employed at the College, employees are expected to report any new credentials to the Human Resources Department each year.
- C. All employees must provide official college transcripts to the Human Resources Department for any new degree obtained.
- D. All employee transcripts will be maintained in the Human Resources Department.
- E. Records of employee professional development activities will be maintained by the employee.
- F. Employees are expected to submit records of attendance and/or applicable certificates for professional development activities during the annual evaluation process.

June 13, 2023

January 5, 2026

N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**