



College of The Albemarle Procedure

Procedure Number: 3.1.8.1

Pages: 1 of 1

Title: Professional Development

Related Policy: Policy 3.1.8 Professional Development

Division of Responsibility: Human Resources

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

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N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision