

Controller's Office Employee Development Plan



Employee:

Supervisor:

*If your activity costs more than \$250, please complete the *Professional Development Plan Financial Request Form*.

	Activity Name	Activity Type	Description	Completion	Notes / Comments	Hours
Example	NASBA Annual Meeting	*Conference	10/29/17 – 11/1/17 New York, NY National Association of State Boards of Accountancy meets to address the latest developments in key areas of industry and public accounting. https://nasba.org/blog/2011/01/25/annualmeeting2017/		<ul style="list-style-type: none"> Earning 5.0 CPE credits upon completion Discussed with Supervisor 8/1/17 Sent Conference Request Form on 8/10/17 	
FY20	1.					
	2.					
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FY21	1.					
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FY22	1.					
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