

PRE-APPROVAL: PDU ACTIVITY PROPOSAL FORM

(SUBMIT THIS FORM TO THE CH-UH LPDC AT LEAST FOUR (4) WEEKS PRIOR TO BEGINNING THE ACTIVITY)

Attach any documentation that will support your proposal.

Name _____ Building _____

Date submitted _____ Expected date of completion _____

Program title (if applicable) _____

PDU's requested (60 maximum) _____ Dates, Time(s), and Location _____

Identify any individual (s) with whom you will work, collaborate, consult, etc.:

1. Proposal: Define the activity you are proposing.

2. Rationale: Explain the basis and benefits for proposing this activity.

LPDC Form 3 - continued

3. Program content and intended learning outcome: Describe the activities and results that will occur.

4. Assessment and Timeline: Provide a timeline for the planning, implementation, assessment, and sharing phases of this activity. Please include an agenda if one will be used.

5. Specify how this program supports your Individual Professional Development Plan (IPDP).

Employee signature _____ Date _____

LPDC Use:

Approved for # _____ PDU's

Not approved _____

Date Approved: _____

Date Denied: _____

Comments:

LPDC Representatives: _____

