# How To Complete and Sign Professional Development Form

1. Download and save this form to your computer. Don't use the web browser window to update this form.

2. Open the saved form from computer using Adobe Reader. Most computers should have Adobe Reader installed.

3. Once form is opened in Adobe Reader, click on the Fill and Sign option (option should be on the side in the tool bar). If you don't see this option click on the Tools tab. ✐ Fill & Sign

4. Type your information in the appropriate boxes. The text boxes are not limited to specific number of characters.

5. Click on the correct Signature line and add your signature and date. Once completed save your changes and email the form to your immediate supervisor. When saving your form, please include your initials in the file name.
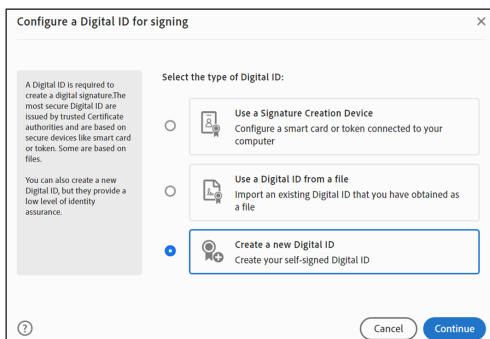
If you don't have a digital signature follow the instructions listed below.

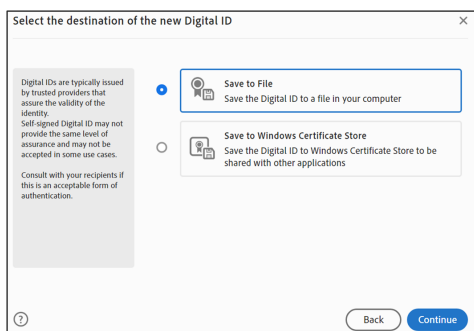## How to add a Digital Signature in Adobe Reader
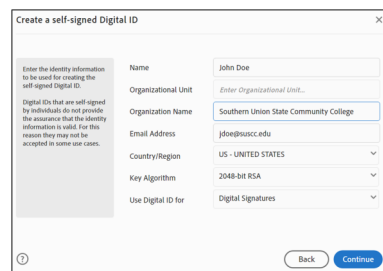
1. Click on the option to Configure Digital ID.
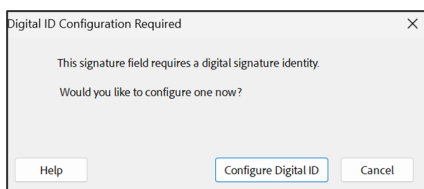
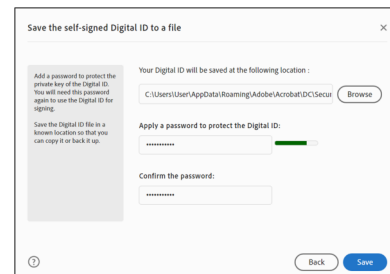**2. Choose Create a new Digital ID and select Continue.**
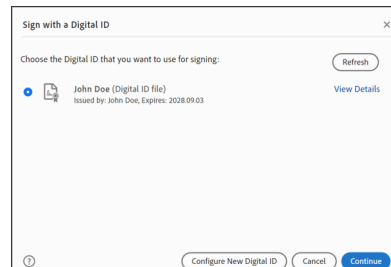

3. Choose the Save to File option.

4. Fill out required information.

5. Setup Password (required to insert signature) and select Save. You can leave the default directory or save file to another location.

6. Select your name and click Continue.

7. Select your name and enter password and click Sign.

PROFESSIONAL DEVELOPMENT PLAN FOR SCHEDULE E

Name:

Position Title:

Salary: **Schedule E Level:**   **Grade:**

Current Educational Level: **Discipline/Field of Study:**

Current Certification/Licensing:

ACTIVITIES FOR PROFESSIONAL DEVELOPMENT INCLUDE:

1. **Written Request to the President**

2. **Goals for higher education level/Certification/Licensing**

     List:

Employee Signature: **Date:**

 Reviewed By: **Date:**

                    (Immediate Supervisor)

Approved By: **Date:**

                    (Appropriate Vice President/Dean)

Approved By: **Date:**

                    (President)

Reviewed by HR   **Date:**