

Please complete this form and email a completed copy to [careerdevelopment@carleton.ca](mailto:careerdevelopment@carleton.ca).  
This form must be submitted prior to starting the course or program of study.

Name:		Employee #/Carleton Central ID:	
E-mail:		Phone Extension:	
Position Title:		Classification / Level:	
Department:			
Employee Group:			

**Course Information** (Please write out all acronyms and provide full course names)

Course Name and Code:	Start Date:
Vendor/Institution:	End Date:
Web Site:	

**Course Costs**

Please include all expenses you plan to claim and insert informed estimates if you do not know the actual amounts at this time. Eligible expenses are limited to tuition, text books, travel, accommodation and meals.

Tuition: <small>Includes Carleton VOD Charges</small>	Books:	Other: Describe:  <small>Travel, Accommodation, and Meals</small>	Total:
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**Career Development Goal** (Please expand all acronyms)

What is your Career Development goal? What degree, certificate, knowledge or skill are you working to develop?
Please describe the type of position you are developing yourself for here at Carleton.

**Declaration from Applicant**

I confirm that this course is not required for my current position. Signature:  Signature not required when form is submitted by E-mail.	Date:
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**Departmental Approval for time off to attend training during working hours**

Manager's Name:	Title:
Signature:  Signature not required when form is submitted by E-mail.	Date:

**HR USE ONLY – CAREER DEVELOPMENT FUND APPROVAL**

Signature:	Date:
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If this form is submitted by E-mail and you require departmental approval please:

- Forward your application to your manager
- If you manager approves, request that he/she forward your application to the Career Development E-mail address and copy you, the applicant. By forwarding the application your manager has indicated approval.

**Return to:** Human Resources, 507 Robertson Hall.

[careerdevelopment@carleton.ca](mailto:careerdevelopment@carleton.ca)

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F. 31as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, HR Infrastructure and Renewal. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.