



Professional Advancement Program

TIPS for Conference Goers

- In order to make the process easier, (and according to NSHE standards), start the application procedure and strive to get preapproval BEFORE you attend.
- Read the documents: [Professional Advancement Program Description](#) and [Professional Advancement Program Tips](#)
- Given that professional organizations award Continuing Education credits with widely varying formulas, the committee does NOT consider CE “credits” awarded for attending occupationally related courses. We ONLY consider actual **clock hours** of attendance. Further, the committee does not count time designated as registration times, mixers, non-working lunches, etc. Please compute your clock hours carefully.
- As the committee counts actual clock hours, it is vital that you provide the committee a detailed breakdown of your conference schedule, (session by session, with times where applicable). In some cases, an actual program guide can also be submitted, where the sessions/breakouts attended are noted in some fashion.
- Remember that you must provide some type of proof of your actual attendance, (a registration receipt is insufficient). If the conference provides a certificate of completion/attendance, give a copy to the committee. Alternately, a “Verification of Attendance” form is available on the committee website: <http://www.csn.edu/pages/910.asp>
- Lastly, remember that if you disagree with the committee’s recommendations, (note that the committee does not grant the actual approval of your application, we merely send a recommendation regarding approval to the VPAA), you are entitled to appeal to the Faculty Senate Executive Committee via the Senate Chair.