

**COLORADO DEPARTMENT OF TRANSPORTATION**

**EDUCATION AND PROFESSIONAL DEVELOPMENT APPLICATION**

Submit this form to the Office of Organizational Learning and Development for approval to reserve funds for reimbursement.

*Please complete all blocks*

**Section 1** Completed by employee

Employee's name		Home mailing address		City	Zip code
CDOT employment date (mm/dd/yyyy)	Current job classification	Target job classification, if applicable	Region/Branch/Section		Work telephone
Registration date (mm/dd/yyyy) <small>(Must be employed 12 months before registration)</small>	School name		Degree program? <input type="checkbox"/> yes <input type="checkbox"/> no	Type of degree sought <input type="checkbox"/> AA/AS <input type="checkbox"/> BA/BS <input type="checkbox"/> Advanced Degree	
Major	Class(es) begin (date - mm/dd/yyyy)	Class(es) end (date - mm/dd/yyyy)	Approximate total cost of Class(es) and books		

**Tuition**

List Course numbers and titles

1. _____	<input type="checkbox"/> new <input type="checkbox"/> drop <input type="checkbox"/> add <input type="checkbox"/> change
2. _____	<input type="checkbox"/> new <input type="checkbox"/> drop <input type="checkbox"/> add <input type="checkbox"/> change
3. _____	<input type="checkbox"/> new <input type="checkbox"/> drop <input type="checkbox"/> add <input type="checkbox"/> change

**Professional Development**

List Professional Membership, Licensure and/or Certification

1. _____
2. _____
3. _____

Appointing Authority's signature (Required <b>only</b> for non-job required memberships/licensures/certifications)	Date (mm/dd/yyyy)
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My signature verifies that:

- I understand that upon the completion of my program, I may be qualified to compete for positions in my target job classification but that the department is not obligated to place me in my target job classification.
- I will provide itemized receipts upon completion of the course(s) in order to receive an accurate reimbursement.

Applicant's signature	Date (mm/dd/yyyy)
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**Section 2** Completed by the Office of Organizational Learning and Development

The Office of Organizational Learning and Development confirms that this application meets PD 1262.1 requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	Date (mm/dd/yyyy)
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Comments:

**By submittal and approval of this application, the employee states and agrees:**

To submit evidence of completion, passing grades, and costs for the course(s), membership(s), licensure(s), certification(s) or subject(s) listed above.

To pay the cost of the course(s), membership(s), licensure(s), certification(s) to the institution at the time and in the manner it requests, and prior to any refund by the Department of Transportation.

To abide by the policies of the Education and Professional Development Reimbursement Procedural Directive #1262.1 and the decisions of the Office of Organizational Learning and Development Manager/designee.

**Employees terminating or terminated for any reason other than reduction-in-force will not be reimbursed for any outstanding educational costs incurred.**

**Procedure to obtain reimbursement**

1. Employee should submit one copy of CDOT Form #175 (Education and Professional Development Reimbursement Application) **as soon as possible within the semester of attendance** to the Office of Organizational Learning and Development. The address is:

Colorado Dept of Transportation  
4201 E. Arkansas Ave, Suite 227  
Denver, CO 80222

- a. **An application must be submitted each and every time an employee enrolls in course(s) for a specific semester, and/or when applying for a membership, license or certification for which reimbursement is requested.**
  - b. Tuition, membership, licensure and certification costs should be known; book costs may be estimated.
2. The Office of Organizational Learning and Development will consider all applications and return a copy of CDOT Form #175 to the employee showing approval or disapproval for reimbursement. If approved, an Education and Professional Development Itemization form will be sent to the employee by email.
  3. Within 30 days of completing the course or receiving the membership, licensure or certification, the employee must submit the following:
    - a. The Education and Professional Development Itemization sheet listing all expenses.
    - b. Copy or original of all itemized receipts for tuition and books and proof of tuition. **No reimbursement will be made for books without a sales ticket or receipt.**
    - c. Copy of original grade slip. **(must be a "C", 2.0 or higher, or a pass).**

**Request for reimbursement must be made no later than 30 days following completion of the course or by June 30 for Winter and Spring classes.**

Approved reimbursement checks should reach the employee about two to four weeks after the above data reaches the Office of Organizational Learning and Development.

Any inquiries regarding the program may be answered by the Office of Organizational Learning and Development.