The University of Tennessee Extension CPS Career Development Fund
Application for Pre-approval of Reimbursement

Program_____

Sponsoring Organization_____

Date _____ Time _____ Cost _____

On the reverse side of this application, briefly describe the class/ program you wish to attend or study guide that you are purchasing and how the study guide will be beneficial to your completion of the Certified Professional Examination. Brochures or other information describing the class / program / and or study guides* must be submitted with this application.

I request that the listed CPS Examination fee / class / program / and / or study guides be supported by the U.T. Extension CPS Development fund. I understand items submitted through this reimbursement program are not to be submitted through the University of Tennessee Career Development program. However, if one program (UT Career Development or UT Extension Non-Exempt Career Development program) has denied an application, pre-approval through the other program may be submitted.

I understand that the Dean's office will review this application only after approved by my department head or regional director / administrative supervisor. I further understand that my department head or regional director / administrative supervisor will be notified of approved / denied requests.

_____ _____

Personnel Number Applicant Name (print)

_____

Job Title

_____

Signature Date

_____

Department / County Name Cost Center /Account Number

_____

Department Head / Regional Director / Administrative Supervisor Signature Date

* Study guides (books and / or cds) must be turned in to the Dean's office after use. Applications for study guides may be denied if those identical study guides are available for disbursement (from the Dean's office) instead of reimbursement.