



Professional License/Certification Evaluation Form

Professional Development opportunities are at the discretion of the supervisor to ensure the approved training is related to the employee's current job functions and provides benefit to Kennesaw State University. Payment for licenses, certification fees, specialized training, or other similar expenses may be authorized for an employee when the institution requires the license, certification, or training as a condition of employment. The following requirements must be met:

- Employee is on payroll during the period that the license or certification is active for or during the time of training.
- License, certification, or training is directly related to the employee's present position and is required by the University.
- The University will benefit from the specialized training received by the employee.
- Specialized training does not involve University course credit. Any course taken which can be applied as a credit towards a University degree now or in the future would fall in this category.

Training Title: _____

Employee Name: _____

Position Title: _____

I affirm that the professional license/certification/specialized training follows the above requirements.

I affirm that the business purpose of the professional development request is to enhance the knowledge of the employee's current job responsibilities and for the college/office to stay up to date with current industry trends. The requested courses are associated with a professional license/certification; however, the achievement of the license/certification is not the intention of the employee's participation.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Supervisor Printed Name: _____

Financial Compliance pre-approval is required for any training related to professional licenses, certifications, specialization, or other similar expenses. Please submit the completed form through the online [Training Request Form](#).