

Professional Development (PD) Program Approval Process

Last updated:
July 22, 2019

As a response to an RFP that was sent to the membership or otherwise, a member or non-member expresses interest in leading a PD Program with ADRIO.



Staff responds to ask if the applicant is willing to provide the training on a volunteer basis (with travel and accommodations reimbursement)



Staff sends the Expression of Interest Form to the applicant to complete for the PD Committee's review



Existing Process: Staff meets with PD committee via teleconference to review proposals.	Alternative Process: Staff sends the completed form to a PD chair and 1 PD member (chosen at random or by area of expertise) for review
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Approved

Follow-up Required

Not approved



Staff requests for more information from the instructor for the committee's approval

Approved

Not approved



Staff works with instructor to plan the program