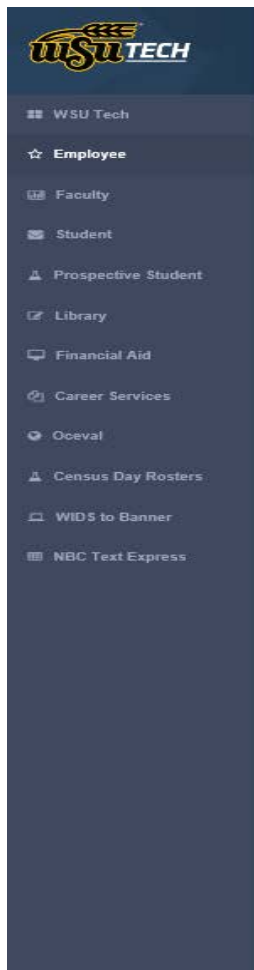Professional Staff Development Activities allows WATC employees, staff, and faculty to grow their knowledge base, stay current with best practices, and show that their expertise is meaningful in a rapidly transforming and ever-demanding marketplace. We ask that you record your experiences to demonstrate this knowledge.

1. Log into myWATC.
2. Select the Employee Tab.
3. Select Professional Development from the Intranet Links channel.

How to add information about your own Professional Staff Development Activities

Professional Development Form

Wednesday, May 29, 2019
Current User: Cathie Barber
Current Username: cbarber
Current Supervisor: Randy Roebuck
Current State: first submission

WSU TECH

Submission Date: May 29, 2019

Information about yourself:

User Name:	Full Name:	Program:
cbarber	Cathie Barber	

Role:	Division:
Select ∨	Select ∨

Information about your recent training activity

Training Title	Training Type	Hours Earned
	Select ∨	Select ∨

Documentation:	Training Date From	Training Date To
Browse...		

Comments:

[Cancel]   [Submit Form]

These entries are required:

a. In 'Role' and 'Division', a selection from the drop downs
b. In the 'Training Title' box, the title of the course or training session
c. In 'Training Type', a selection from the drop down
d. In 'Hours Earned', a selection to the nearest half-hour
e. In 'Training Date', click the calendars to select the beginning and ending dates

For 'Comments' you can use free text.

If documentation is required, click 'Choose File' to attach a file. There is a limit of 1 MB.

 NOTE: If you click on a calendar after you choose a file it will drop the file.

Click 'Submit Form'. The form below will display. (Clicking 'Cancel' during first submission drops all entries.)

Thank you for your submission!

Your Professional Development Training Record has been submitted for approval.

An email has been sent to your inbox to allow you to edit the Professional Development Training Record if needed. If you do not receive one please let IT know by submitting an IT helpdesk ticket.

Once your submission has been approved, you should receive a second email confirming approval or rejection.

To submit more Professional Development Training please click this link.

To view all of your existing Professional Development Training please click this link.

Thank you!

More Options:

Submit new Professional Development

Professional Development Training Report

WSU Tech Home Page

Instructions:

Employee Directions for SUBMITTING professional development

Supervisor Directions for APPROVING professional development

The links on this form allow you to; **1**) modify the information just submitted, **2**) submit another instance of training, or **3**) view the report of all your submitted training information. To exit the form, simply close the tab or window in which it is displayed.

The submitted information has now been recorded and has initiated a workflow process to your supervisor for approval (or rejection pending further clarification).

You will receive notifications of the process via email similar to that seen below.

Reply   Reply All   Forward   IM

Mon 12/1/2014 8:28 AM

Brady Randall

Supervisor Approval needed for Brady Randall's Prof Development on 2014-12-1

To   Brady Randall

Thank you for your first submission!

Your first submission is now waiting for approval.

To change the Professional Development Training Record please click the link.

Once your first submission has been approved or rejected by Cathie Barber, you should receive a second email confirming this.

Thank you!

If you have any further questions about the Professional Development Application please either contact IT using a ticket to the IT help desk, or contact HR.