



# Professional Development Appeal Form

*To be completed only if the CTA ProD Chair denies reimbursement of a Request for ProD funds application*

Your Name: \_\_\_\_\_

School/Site: \_\_\_\_\_

**Timelines:**

1. Date of ProD Activity: \_\_\_\_\_
2. Date when ProD Request was made: \_\_\_\_\_
3. Date when ProD Request was denied: \_\_\_\_\_

**Details:**

4. What is the title or focus of the ProD activity/event that you will be attending? (Where possible, identify the organization hosting the event)

---



---



---

5. How does this activity/event support your professional growth?

---



---



---

6. Reasons stated by the CTA proD Chair for denial:

---



---

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please forward completed application to the CTA Office*