



## Classified Professionals Training Academy Application

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

Current Position: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

IMS: \_\_\_\_\_ IMS Email \_\_\_\_\_

### Instructions:

1. Submit the completed **application** and **resume** to the District Professional Development Office via email to [profdev@noccd.edu](mailto:profdev@noccd.edu) no later than **Thursday, Dec 1, 2022**.
2. Write the Classified Professionals Training Academy Application for <your name> in the subject line.
3. Provide a **Statement of Support** to your Immediate Management Supervisor and have them submit it directly to [profdev@noccd.edu](mailto:profdev@noccd.edu) no later than **Thursday, Dec 1, 2022**.

**Note:** All permanent Classified/Confidential employees are encouraged to apply to the Classified Professionals Training Academy. The goal is to have an inclusive cohort that reflects the diverse backgrounds and experiences of District employees.

**Criteria:** Please check all that apply.

- Yes, I am committed to NOCCCD's mission, vision, and purpose.**
- Yes, I am a permanent employee of the District.**
- Yes, I have been with NOCCCD for at least one full year.**
- Yes, I can commit to approximately 5 hours per course.**

**Experience:**

Please attach your resume and statement of interest. Use the following questions to guide your responses. Limit your answers to one page.

1. Why do you want to participate in the Classified Professionals Training Academy?
2. What do you hope to achieve from this program?
3. How does your role support student success, and Guided Pathways, directly or indirectly?
4. Describe your competencies (i.e., knowledge, skills, and abilities). What could others in the program learn from you?
5. What do you plan to do with the new knowledge, skills, and abilities you learn in this program?
6. Anything else that you want the selection committee to know about you?

**Commitment:**

**I understand that if I am selected as a participant in the NOCCCD's Classified Training Academy:**

- 1. I will attend and fully participate in all sessions.**
- 2. I will create an Individual Development Plan for personal growth.**
- 3. I will keep a reflective journal.**
- 4. I will invest my personal time for homework and other assignments.**
- 5. I will participate in a committee/workgroup within a year of completing the program.**
- 6. I will use my acquired knowledge and skills to enhance the future of the North Orange County Community College District.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_