

## **Continuing Education and Professional Development Policy**

Effective March 12, 2019

Bassetti supports professional development by allocating money and time for participation in seminars, workshops, courses, user groups, conferences, conventions, and other learning opportunities outside of the office. The office encourages all staff to take advantage of these opportunities to learn. Bassetti Architects will generally pay the cost of attendance provided approval is obtained from a Principal in advance. Depending upon the particular program, the Firm may require the attending Employee to prepare a report so that the others can share.

### **Approval Process**

Fill out the Continued Professional Education (CPE) Request Form and submit via email to the Principal responsible for continuing education. Costs are usually paid in full but may be shared between the office and the individual in some instances, at the discretion of the Principal.

### **CRITERIA**

Criteria used to evaluate continuing and professional education (CPE) requests are as follows:

- Relevance to the individual's professional development path and knowledge level.
- Usefulness to the office.
- Expected quality of the learning opportunity.
- Cost.
- Sharing of opportunities among staff.

### **BUDGET**

There is an overall annual budget for expenses such as registration fees and travel. This is flexible and may be increased if special opportunities arise late in the fiscal year. There is also a budget for paid time to attend CPE events, which averages about 24 hours/person, and also is flexible. The budget is reviewed and adjusted each year by the Principals.