

Request and record of PRO DAYS

Name _____ RN Department _____

Title of Course	# CEU's	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RN Signature _____

Manager _____

Date _____

PRO DAYS are managed per department. PRO DAYS can be taken in 4 or 8 hour blocks. One 8 hour PRO DAY will be paid with proof of completion of 6 CEU's 4 hours of a PRO DAY will be paid with proof of the completion of 3 CEU's

This applies to on-line classes, free classes, and DVD classes that apply to your field of expertise.

PRO DAYS also apply to classes you register and pay for and attend either at the hospital or outside of the hospital.

This form can be used by the RN to request PRO DAY to be paid by the manager. **This form is used as a record keeping tool for you and your manager; make sure and keep a copy.**