Date\_\_\_\_\_\_\_\_

Subject: Request for Approval of Supplemental Educational Training

Dear\_\_\_\_\_\_\_:

I wish to attend the [HVACR & Mechanical Conference for Education Professionals](http://careersinhvacr.org/site/306/HVACR-Mechanical-Conference) from March 9-11, 2015. The conference will be held at the Conference Center of the Maritime Institute in Linthicum, Maryland, near Baltimore.

This is the 20th educational conference sponsored by the HVACR and mechanical industry. It is devoted entirely to furthering the teaching skills and technical knowledge base of instructors and administrators of secondary and post-secondary school based programs, including career and technical, community college, four year degree programs, and professional trainers.

The three day conference provides the opportunity to attend a variety of workshops and technical sessions presented by industry and education professionals. The coursework includes technical instruction, hands-on equipment demonstrations, teaching techniques, educational resources, and the latest technological advances in the HVACR, mechanical and plumbing industries. The conference will enable me to be a more effective educator and trainer of our students. In addition, there are exhibits and opportunities to network with industry association staff, industry experts, and other education professionals.

Industry associations, including ACCA, ACTE, AHRI, CARE, PHCC, NATE, ASHRAE, RSES, HARDI, NAFA, OESP, PAHRA, SkillsUSA, HRAI, and the HVACR Workforce Development Foundation, sponsor the event and cover a major portion of the conference expense, including educational sessions.

Here is an approximate breakdown of the costs I will incur:

Transportation to Baltimore: Airfare, train or mileage cost. $ \_\_\_\_\_

Conference Center Lodging: $ 213.82 per day, which includes lodging, meals, taxes, internet access, and transportation to and from Baltimore-Washington International Airport.

The 2015 HVACR and Mechanical Conference for Education Professionals provides an opportunity for me to enhance my teaching skills and the programs we offer at [your school name]. My attendance at this conference will be a professional investment, which will heighten the quality of our program and its appeal to potential students.

I look forward to your reply.