

Costs of Training and Development Worksheet

Before you sign up for specialized training or college courses, use this worksheet to list some of the costs associated with completing your professional development needs. Add up these total costs and compare them to the increase in salary you can expect once you complete the education. Does it pay to pursue the training or coursework that you are considering?

Cost Category	Applicable	Not Applicable	Approximate Cost
Tuition or registration			
Texts or learning materials			
Professional association fees (e.g., membership dues)			
Lab or testing fees			
Post-training testing, licensing or credentialing fees			
Transportation			
Lodging			
Meals			
Unpaid time off or vacation time used			
Child, pet or other dependent care			
Loans or other costs to cover gaps in employment			
Other:			

