

NSEA Educational Support Professionals
Professional Development Fund
Application Form

Name _____ Employee ID # _____ Application Date _____

Job Title _____ School Site _____ Work Phone _____ Home/Cell Phone _____

Class/Event _____ Date _____ Amount of Request _____

Review Process

Approval is determined by criteria in Article 25.00 (P. 23) of the NSEA-NSD ESP Contract.
(For complete contract language, go to www.nseablogspot.com)

- Initially, one request for funds per member, up to \$400.00, will be considered. No fees will be paid in advance.
- Funding is provided for reimbursement of tuition, registration, and sub costs ONLY.
- For attending PD events, it does **NOT INCLUDE** mileage, parking, meals, printed material or any other costs.
- PD funds may be pooled by ESPs at a school to utilize PD instructors, provided a plan is submitted that describes who is participating, date(s) and time(s) of the PD event(s).
- Members who fail to attend or show proof of course completion will not be eligible for reimbursement.
- Expenses submitted more than 90 days after the date of the event may not be reimbursed.

The following criteria determine funding approval. Briefly explain how this experience applies to:

- ❖ Your immediate job performance & future responsibilities
- ❖ Enhancement of your professional growth, abilities, skills, and job-related interests
- ❖ District needs

What other sources have you contacted to fund this activity?

___ Principal/Building Budget ___ Nurse Staff Dev. Fund ___ Special Education ___ Teaching & Learning ___ ELL ___ Other

TO RESERVE FUNDS: *Prior to class:*

- *Read and fill out this form completely.*
- *Attach a copy of the class information.*
- *Make copies of all info for your records.*
- *Send a copy to NSEA Board Member and ESP PD Committee Chair Janet Tamura at Fernwood for approval.*

FOR REIMBURSEMENT: *After completion of class*

- *Fill out a T&E (Travel & Expense Reimbursement Form) available in the school office*
- *Attach the original payment receipt* OR a copy of the substitutes time sheet
(If paid by credit card, send a copy of the credit card statement showing the charge)*
- *Attach a copy of your Certificate of Attendance or other proof of class completion*
- *Send these three (3) documents to Janet Tamura at Fernwood (Keep copies of everything for your records.)*

~All three documents, *including the original T&E with your signature*, are needed to process your reimbursement.

Any questions please email Janet Tamura at jtamura@nsd.org

FOR COMMITTEE USE ONLY:

Date Reviewed ___ Req. Amount ___ Req. Approved ___ Sub. Approved ___ Req. Denied ___ Notified ___