

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 26.00 (p. 32) of the 19/22 [NSEA-NSD ESP Collective Bargaining Agreement](#).

- Initially, one request for funds per member, up to \$500.00, will be considered. No fees will be paid in advance.
- Funding is provided for **REIMBURSEMENT** of tuition, registration, and sub costs **ONLY**.
- When attending PD events, **DO NOT INCLUDE** mileage, parking, meals, printed material, lodging 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) – **please contact Robbi Reed for Purchase Order procedure**.
- 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.

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

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| <ul style="list-style-type: none"><li>• Your immediate job performance &amp; future responsibilities</li><li>• District Needs</li></ul> | <ul style="list-style-type: none"><li>• Enhancement of your professional growth, abilities, skills, and job-related interests</li><li>• Sub Costs (if any)</li></ul> |
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**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 Robbi Reed at NSEA via email, [robbi.reed@washingtonea.org](mailto:robbi.reed@washingtonea.org).

**FOR REIMBURSEMENT AFTER COMPLETION OF CLASS:**

- Fill out an on-line Travel & Expense Reimbursement Form (T&E) available [here](#).
- Scan the original payment receipt\* **AND/OR** a copy of the substitutes time sheet
  - If paid by credit card, send a copy of the credit card statement showing the charge highlighted
- Attach a scanned copy of your Certificate of Attendance or other proof of class completion
- Send these three (3) documents to Robbi Reed at NSEA via email at [robbi.reed@washingtonea.org](mailto:robbi.reed@washingtonea.org).
- Keep copies of everything for your records.

**IF YOU REQUIRE A SUB:**

- Attach a scanned copy of your substitute's signed blue timesheet

**All listed documents, including the original T&E with your signature, are needed to process your reimbursement. Failure to provide needed documentation will result in significant delay in reimbursement.**

Any questions please email Robbi Reed at [robbi.reed@washingtonea.org](mailto:robbi.reed@washingtonea.org) or call/text 206-697-1021.

**FOR NSEA USE ONLY**

Date Reviewed \_\_\_\_\_ Req. Amount \_\_\_\_\_ Req. Approved \_\_\_\_\_ Sub. Approved \_\_\_\_\_ Req. Denied \_\_\_\_\_ Notified \_\_\_\_\_