

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 28.00 (p. 42-43) of the [23-25 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 Sarah Beeson 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.

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

- Your immediate job performance & future responsibilities
- District Needs
- Enhancement of your professional growth, abilities, skills, and job-related interests
- Sub Costs (if any)

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 Sarah Beeson at sbeeson@nsd.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 sbeeson@nsd.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 Sarah Beeson at sbeeson@nsd.org.

FOR NSEA USE ONLY

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