

PO # _____

FISCAL YR _____

PROFESSIONAL DEVELOPMENT FUND FT/PT CLASSIFIED REQUEST FOR REIMBURSEMENT

Employee _____

Date _____

Full time Part time

PLEASE INDICATE WHETHER YOU ARE A FULL TIME OR PART-TIME CLASSIFIED EMPLOYEE		
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COURSE SUMMARY MUST BE ATTACHED FOR APPROVAL

- College or university course for upper division or graduate credit.

Name of School

- District sponsored program/workshop.

Other (explain) _____

Course Workshop Title _____

COURSE #	SEMESTER HRS	(or) # OF QTR HRS
COST OF TUITION ONLY _____		
WORKSHOP COST _____		

Projected course completion date _____
TERM YEAR

Association President	Approved	Denied	Date
Superintendent	Approved	Denied	Date

THIS FUND DOES NOT COVER AUDITED CLASSES AND IS AVAILABLE FOR ONLY TUITION & REGISTRATION REIMBURSEMENT.

PLEASE BE SURE THE FOLLOWING ITEMS ARE COMPLETED BEFORE TURNING IN FOR REIMBURSEMENT. (Any missing paperwork will delay payment processing.)	
CHECK LIST FOR YOUR USE	<input type="checkbox"/> COURSE # FILLED IN <input type="checkbox"/> COURSE TITLE FILLED IN
	PAPERWORK MUST BE ATTACHED TO RECEIVE REIMBURSEMENT
	<input type="checkbox"/> PROOF OF PAYMENT ATTACHED <input type="checkbox"/> PROOF OF COST OF COURSE/WORKSHOP ATTACHED <input type="checkbox"/> GRADE REC'D OR NOTICE OF PARTICIPATION ATTACHED
	FISCAL NOTES ONLY

SEE PAYMENT EXCEPTIONS #6 AND #7 ON REVERSE.

PROFESSIONAL DEVELOPMENT FUND

GENERAL INFORMATION PT & FT CLASSIFIED EMPLOYEES

South Coast ESD maintains a Professional Development Fund for both the Part Time and Full Time Classified staff.

PROCEDURES

- STEP 1. Applicant must complete a PDF request form before May 31 for each individual course or workshop they are taking. (Forms are available in the Business Office)
- STEP 2. The applicant will attach a copy of the course/workshop announcement/literature that indicates what educational facility or agency is offering the course/workshop and what the tuition/fee estimate will be. Reimbursement is for credit hours or cost of workshop registration only. Textbooks and other fees may not be included.
- STEP 3. Applicant will send the completed form (with coursework literature) to his/her association president for PRE-approval. It will then be forwarded to the Superintendent for PRE-approval. (If necessary, the Superintendent will consult with the association officer to review requests.) Once the request has been vetted by both the Union and Superintendent, it will then go on to the Fiscal Office, where you will receive an emailed copy of your request.

Requests for reimbursement will be considered for classes/workshops that begin in the current fiscal year. (See disclosure NOTE for exceptions).

- STEP 4. Approved requests will require the applicant to submit a grade slip, unofficial transcript, or certificate of participation, along with proof of payment of course fees to the Fiscal Office as soon as possible after completion of the course/workshop. **It is the responsibility of the applicant to acquire necessary verification.**
- STEP 5. Any unpaid portions of first requests will be automatically considered as second requests, for up to the contracted limit set forth in the employees CBA. All additional requests for reimbursement must be received in the Fiscal Office with all necessary signatures no later than May 31 of the current fiscal year.

Following the May 31 final submission deadline, all requests will be reviewed by the Fiscal Office for a fair and equitable distribution of the remaining funds.

- NOTE: Exception 1: A late request for reimbursement will be considered as the first request for the next fiscal year, provided it has not been previously denied.**
Exception 2: A class/workshop that begins between June 1 and June 30 will be considered as the first request for the next fiscal year.