

Professional Staff Development Fund Request Checklist

Information to know about PSE Staff Professional Development:

- *Please refer to the PSE CBA Section 14.1 for more information regarding Staff Development.
- *Forms can be downloaded via Forms area in the Staff Corner of the CSD website.
- *Professional Development must be relevant to your current job role within the district.
- *PSE PD Committee & CSD meet once per month. Plan ahead for your PD and submit for approval before taking your course/class/training event whenever possible.
- *If you pay for your PD activity, and your PD request is denied, you will not be reimbursed.
- *Payment for reimbursement or hours can be requested only after you have both an approved PSE Request for Staff Development Funds form & have completed your training course/class/event.

BEFORE taking Professional Staff Development relevant to your job role:

- Fill out PSE Staff Development Form & attach PD documentation prior to taking the course. PSE forms cannot be turned in alone; they must have attached course/event information.
- Submit form & PD documentation to your supervisor to be reviewed for approval and signed.
- Submit supervisor-approved forms to PSE PD committee in person or via interoffice mail. Ask your building liaison, trustee, or eBoard members for current PD committee if you do not know who to send this to.

WHILE taking Professional Staff Development relevant to your job role:

- Document your training days/hours accurately for your timecard.
- Download and/or save documentation proving your class/course/activity completion (clock hours, certificates, course completion records).

AFTER taking Professional Staff Development relevant to your job role:

- PD Hours on Timecard: Hours must be added to your timecard only on the day(s) you did them*.
 - Place hours under 'Extra' & document dates with PSE PD funds.
 - Staff Development Form & Course completion documentation must be attached to your timecard.
 - Past month PD Hours: If you completed the hour(s) during a past month, an amended past month's timecard must be included with the current month's timecard.
- Course Payment Reimbursement: Use CSD Reimbursement form found in the Staff Corner for course fees to Payroll and attach your approved Staff Development form with a copy of your payment receipt.



PSE Professional Staff Development Fund Request

Process for completing this form PRIOR to completing professional development:

1. Employee: Complete the top portion of this form, attach information about the activity relevant to your job position, and submit to your supervisor for approval. Must attach specific course/conference documentation showing description, date, time, location, etc. Form: Add in cost for activity, paid hours needed to complete PD, and potential sub hours (if during work hours).
2. Supervisor: If you approve, please sign, and return to employee. If you deny, please return denied form to employee with rationale.
3. Employee: Submit to PSE PD Committee. If staff member is unknown, contact your building liaison, trustee, or PSE eBoard staff.
4. Employee: Once you receive your approved request, you can register for your activity. Work with your school secretary to register with a purchase order or credit card. If you do not turn in your request with enough time for the committee to review, you can submit the request and submit for repayment via CSD reimbursement form. Note: if the PD activity is not approved, you will not be reimbursed for the activity.

Name: _____ Position: _____ Location: _____

Signature _____ Date: _____

Title/Description of Activity: _____

Approved: _____ Denied: _____ Supervisor Signature _____

Funds Requested:

Registration/Tuition	\$ _____	(Include all fees, attach course description)
Seat Time	# Hours _____	
Substitute Cost	# Hours _____	(Use your regularly scheduled hours for that day)
Other	\$ _____	(describe) _____

(Seat Time = time spent outside normal work hours; this should be the difference from regular work hours to class hours, i.e., Class 6 hours, Work 4 hours = 2 hours seat time.)

PSE/CSD Joint Committee

Activity Approved: _____ Denied: _____ Date: _____

Comments: _____

Accounts Payable Review:

Total Funds Requested \$ _____ Funds Available Yes _____ No _____