

EEA-PROFESSIONAL DEVELOPMENT

Annual Selection Form

Employees have the option to select Professional Development Fund use annually. This selection is for one year only and must be submitted each year that employees utilize professional development funds.

Name (please print):	
Location of Assignment:	

Remedy Selection

(Elect all remedies that apply)

<input type="checkbox"/> Use of Funds for Time (2 Sub Release Days) Employees may request up to two (2) substitute release days for peer observation. These days must be scheduled in advance and prearranged with the teacher to be observed. Prior approval of the Principal must be given.
<input type="checkbox"/> Use of Funds for Time (2 Prep Periods) Employees may also use up to two (2) prep periods, paid at per diem, for peer observation. Prior approval of the Principal must be given.
<input type="checkbox"/> Use of Funds for Travel Support travel associated with attaining credits and clock hours. This is applicable to in-state travel only. Reimbursement for travel must be compliant with district travel policies, with the exception that no advance travel is allowed when using Professional Development funds.
<input type="checkbox"/> Use of Funds for Reimbursement (courses, clock hours, education) Successful completion of academic classes, for clock hours, workshop and conference registrations, for professional recertification and/or licensure, and for National Board certification, re-takes, and renewals.

I certify that:	1. I understand this Remedy Selection is for Professional Development proposed for the school year.		
	2. I can elect more than one Remedy if my annual funds allocation allows.		
Employee Signature:			
Human Resources Approval:		Date:	