



2019-2020

PLEASE BE SURE TO READ THE GUIDELINES BEFORE COMPLETING

Richmond Public Schools Office of Professional Development

Application must be submitted 30 days in advance of the class/conference/workshop.

EMPLOYEE DATA (Please type or print)

EMPLOYEE # NAME HOME/CELL PHONE HOME ADDRESS WORK LOCATION WORK PHONE TITLE E-MAIL

COURSE/CLASS INFORMATION (One class per form)

Date of Registration Name of University Class Starts Class Ends Course Number Title Credit Hours Total Cost Type of Education/Training program: Undergraduate Graduate Vocational/Technical

WORKSHOP/CONFERENCE INFORMATION (\$200.00 CAN BE USED FOR REGISTRATION)

Name of Workshop/Conference Start Date End Date Total Cost PERMISSION TO ATTEND FORM MUST ACCOMPANY THIS APPLICATION.

I HAVE READ THE GUIDELINES PERTAINING TO THE COMPLETION OF THIS APPLICATION. I UNDERSTAND AND AGREE TO COMPLY WITH ITS PROVISIONS. I ALSO CERTIFY THAT THE INFORMATION ABOVE IS CORRECT AND WILL CONTACT THE OFFICE OF PROFESSIONAL DEVELOPMENT IF ANY INFORMATION ON THE FORM CHANGES. (A COPY OF THIS FORM MUST BE SUBMITTED IN ITS ENTIRETY TO THE OFFICE OF PROFESSIONAL DEVELOPMENT 30 DAYS PRIOR TO THE START DATE OF CLASS/CONFERENCE/WORKSHOP.)

Signature of Applicant Date

DIRECTOR/PRINCIPAL/SUPERVISOR OR DESIGNEE'S SIGNATURE OF APPROVAL TO TAKE ABOVE COURSE/WORKSHOP/CONFERENCE:

Signature of Director/Principal/Supervisor or Designee Date

OFFICE OF PROFESSIONAL DEVELOPMENT Approval Denial Title II Date

Reason for Denial Signature

REIMBURSEMENT REQUEST SUMMARY (For Office Use Only)

This portion to be filled in by Director/Principal/Supervisor or Designee AFTER applicant completes class/conference/workshop and then sent to Department of Finance, 16 Floor.

Date Application Received from Office of Professional Development: P.O. #:

Vendor #:

Project Name (select one): Professional Development Title II, Part A

Amount Approved: Grants Authorization/Signature:

Date Applicant turned in receipt(s)/documentation: Applicant's Final Grade / Proof of Attendance:

Date Submitted to Finance: Tuition Reimbursement Invoice #:

Signature of Director/Principal/Supervisor or Designee Date

BY SIGNING THIS, YOU CERTIFY THAT YOU HAVE REVIEWED ALL RECEIPTS AND DOCUMENTATION PERTAINING TO THIS APPLICATION FOR REIMBURSEMENT. SUBMIT APPLICATION, RECEIPT(S) AND DOCUMENTATION TO THE DEPARTMENT OF FINANCE.

**PURPOSE:** To improve the quality of job performance; to encourage teachers and support staff to engage in job-related professional development to enhance the standard of services provided by Richmond Public Schools, as well as to aid in attracting and retaining quality employees.

**PROCEDURES:** Richmond Public Schools' employees who pursue professional development activities will be reimbursed, per fiscal year, a maximum amount as determined by the School Board. All applicants for an undergraduate course must attain a grade of "C" or better and graduate applicants, a grade of "B" or better. A course with a "Pass/Fail" grade is acceptable. All applicants must obtain a "pass" grade. *Reimbursement for all staff is contingent upon availability of funds and will be issued on a first come, first served basis.*

**I. ELIGIBILITY REQUIREMENTS:**

- A. Applicant must be a permanent/full-time employee.
- B. Professional development activity must be in conjunction with a plan developed with the knowledge of the employee's supervisor.
- C. All applications for reimbursement must be received in the Office of Professional Development thirty (30) days PRIOR to the start date of the class/workshop/conference. Applications not received 30 days prior will be denied.

**II. CONDITIONS AND LIMITATIONS OF REIMBURSEMENT:**

- A. The following professional development activities are covered by this policy:
  1. Courses offered at an accredited institution of higher learning;
  2. Group training in conjunction with an accredited institution of higher learning;
  3. Professional workshops and conferences.
- B. The following limitations apply to the reimbursement policy:
  1. Tuition Reimbursement is \$500 for the fiscal year 2016/2017 for all teachers and non-instructional employees. Of the \$500, the maximum of \$200 can be used towards registration for conferences/workshops for the fiscal year. Therefore, if \$200 is used then only \$300 remains to be used toward enrollment in a college course not to include books, lab fees, and other associated expenses. (e.g. If \$400 is used toward a class then only \$100 remains toward a conference/workshop registration...all not to exceed \$500 total).
  2. All paperwork must be sent to the Department of Finance within 30 days of completing the class/conference/workshop. Paperwork for classes/conferences/workshops taken from July 1 thru August 30 not received in Finance by September 30 will not receive reimbursement. Paperwork for classes/conferences/workshops taken from September 1 thru December 30 not received in Finance by January 30 will not receive reimbursement. Paperwork for classes/conferences/workshops taken in the winter/spring not received in Finance by June 15 will not receive reimbursement.

**III. REIMBURSEMENT PROCEDURE:**

- A. **Applicant must complete all information requested on the Tuition Reimbursement Application form. The application must be signed by the Director/Principal/Supervisor or Designee PRIOR to being sent to the Office of Professional Development. Incomplete applications will not be processed.**
- B. **A copy of the Tuition Reimbursement Application form will be returned to the employee at the end of the month that the class/conference/workshop ends.**
- C. **For a college course: All paperwork must be sent to Finance within 30 days of completing a class. The applicant must send a legible copy of a grade report and proof of payment (registration receipt, cancelled check, charge account receipt, or a receipt issued by the institution) along with a copy of the application, once the course has been completed, to the Director/Principal/Supervisor or Designee.**  
**For a workshop/conference: All paperwork must be sent to Finance within 30 days of completing a conference/workshop. Upon completion of the activity the applicant must send a legible copy of program papers (dated agenda or certificate of attendance) and proof of payment (registration receipt, cancelled check, or charge account receipt), to the Director/Principal/Supervisor or Designee.**
- D. **Once all guidelines are met, the Director/Principal/Supervisor or Designee will send a request for reimbursement to Finance and a check will be mailed to the employee's home address.**

FOR FURTHER INFORMATION CONTACT:

Office of Professional Development  
301 N. 9<sup>th</sup> Street, 14<sup>th</sup> Floor  
Richmond, VA 23219  
Phone: 804.780.7889

Chrisantha James: [cjames2@richmond.k12.va.us](mailto:cjames2@richmond.k12.va.us)

- Distribution:**
1. Original application is sent to the Office of Professional Development.
  2. Office of Professional Development will process and send to applicant's principal/director/supervisor or designee and a copy to the applicant.
  3. The principal/director/supervisor or designee will send the original application to Finance with all documentation.
  4. Finance will mail the reimbursement check to the applicant.

