

SMMCTA APPLICATION FOR PROFESSIONAL DEVELOPMENT CONFERENCES

SMMCTA may reimburse registration fees for **pre-approved** educational conferences not covered under school site funding plans. Full-time members are eligible for up to **\$600**, while part-time and substitute members are eligible for up to \$300. Reimbursement is limited to ONE professional development opportunity per school year per person. It does not cover travel expenses or substitute coverage.

To qualify for SMMCTA professional development reimbursement, the applicant must:

1. Check with site administrator about funding first. If the conference falls under school site plan goals, it should be funded at the site or by the district.
2. Fill out the Application for Professional Development Conferences in its entirety, **attach conference information from the conference website (including pricing)**, and submit to SMMCTA prior to attending the conference. NOTE: Applying does not automatically mean the request will be approved. You will be contacted by SMMCTA once it is approved or declined.
3. Pay the conference registration fees before submitting a reimbursement form.
4. Submit an SMMCTA reimbursement form and attach your registration receipt. *Please do not submit a reimbursement form or receipts until **after** your application has been approved.*
5. Write a brief written summary of the conference and its benefits to your professional growth. This should be submitted to SMMCTA upon completion of the professional development.

Name _____ Personal Email _____

Phone _____ Work Site _____

Title of Professional Development _____

Location and Dates _____

Registration Fees (amount requested of SMMCTA) _____

Please give a brief description of why you wish to attend and include how this training will improve your practice and support of student achievement.

Signed _____ Date Submitted _____

Received by SMMCTA on _____

Approved by _____ on _____

Denied Reasons _____ on _____

Applicant notified on _____ by _____