

**Malheur Education
Service District**

Code: **GCL-AR**
Revised/Reviewed: 9/20/05; 7/15/14
Orig. Code(s): GCL-AR

Staff Development - Licensed

1. Application for professional development funds shall be in writing, on the appropriate ESD form and shall have supervisor approval.
2. Payment for professional development activities shall be made for activities approved by the ESD and the employee shall show evidence of the cost of the activity and successful completion, as appropriate. No employee shall receive more in payment than his/her total cost for the professional development activity.
3. Documentation of the total cost of the activity and successful completion, as appropriate, must be filed within 90 days of the scheduled end of the activity.
4. Funds expended by the ESD for professional development activities that are not completed shall be returned to the ESD.