

Professional Learning Funds Procedure

Purpose

This explains the professional learning fund amounts that are available for staff working in Head Start, Early Head Start, and ECEAP, and directions for how to access the funds.

Professional Learning Fund Amounts		
Education/Position		
For staff with	Less than BA	\$650 per year
For staff with a	BA	\$375 per year
For staff with a	Masters	\$325 per year
For those who are	New staff (Employed after March 1)	\$250 per year
For assistant teachers	Completing required CDA	Funding provided equivalent to a WA Community College tuition for a CDA course
For teachers	Completing a BA in ECE	\$1,800 per year

Requests for professional learning training funds should directly link to the annual Professional Learning Plan developed by each staff person in consultation with their Center Director.

Procedure

1. [Professional Learning Funds Pre-Approval](#) form must be submitted and approved in advance of the class start date or the workshop date. You will be notified by email within 10 days of the submission of your request if your course is approved. STARS courses may be eligible for scholarships through WAEYC. PSESD is the payer of last resort for STARS courses. The required attachments to Individual Training and CDA requests (request form with original signatures must be on file) include:
 - Course/Class/Conference description
 - Fees
 - Class start and end dates
2. Original receipts should be submitted with request for reimbursement to receive prompt payment.
3. Reimbursement will not be made for books, learning materials, some technology fees, parking fees, and mileage.
4. Submit copies of transcripts/grades for all college course work for reimbursement within 4 weeks from the ending of the course.
5. Certificates of Completion or another means of substantiating completion must be submitted for all other training within 4 weeks from the ending of the course.
6. Fiscal Year Clarification:
 - a. Classes ending after October 31 will be charged to the fiscal year in which the beginning date falls.

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7. Additional criteria to apply for Head Start funds for BA degrees:
 - Must be lead teacher in a Head Start classroom.
 - Must have passed the employment probationary period.
 - Must maintain a 2.0 GPA to receive or continue receiving HS funds.
8. Include an additional page with your request for training funds which states:
 - Name of college or university you are attending.
 - Timeline planned to achieve BA degree in ECE.
 - Plan for use of BA degree in ECE.
 - Financial assistance information (have you pursued financial aid from other sources or are you currently receiving financial assistance of any type?)

Maximum amount allowed for Head Start fiscal year (November 1 – October 31) is \$1,800 per person