

Diman Regional Vocational Technical High School

Fall River – Somerset – Swansea – Westport

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TO: All Faculty
FROM: Brian S. Bentley, *Assistant Superintendent Director/Principal*
SUBJECT: **Professional Development & Reimbursement Forms Procedure**

Teachers and administrators have the responsibility of performing Professional Development as required by Massachusetts law in order to maintain their license. The responsibility of documenting such Professional Development to the satisfaction of the Department of Education is also that of the teacher or administrator.

Faculty seeking **reimbursement** for Professional Development are to follow the guidelines below:

1—Obtain **PRIOR** approval of the Superintendent Director.

This is accomplished by:

- Completing a Professional Development form, specific for **ACADEMIC** Teachers or **VOCATIONAL** teachers
- Attach a copy of the Professional Development activity, or write the description of the activity if there is no copy available
- CIRCLE the request for tuition reimbursement. (*if you are seeking reimbursement*)
OR indicate "COHORT" (Cohort participants for the MAVA/Fitchburg courses are only responsible for the non-reimbursable \$50.00/course fee paid to MAVA)

2—Submit the PRIOR approval form to the Assistant Superintendent Director/Principal for review and completeness.

3—Faculty are responsible for payment of the Professional Development activity unless otherwise notified by the Superintendent Director.

4—After completing the Professional Development activity, submit all documentation to the Assistant Superintendent Director/Principal with a reimbursement form. Documentation must include evidence of payment, evidence of successful completion or attendance, any allotted mileage/housing reimbursement.