



Professional Development

REIMBURSEMENT APPLICATION

July 1, 2020 — June 30, 2021

We're pleased to support your professional development! Follow the guidelines and submit your application within 60 business days of completing each training to receive your reimbursement—up to \$1,500 until June 30!

ELIGIBILITY CRITERIA: Must meet all criteria.

- ✓ My membership in the Alaska SEED Registry is current/active.
- ✓ I am an early childhood or school-age professional operating or working as a paid employee of a licensed (State of Alaska or Municipality of Anchorage) child care facility, Head Start, or pre-elementary school district program, or a State of Alaska Child Care Assistance Program approved child care facility.

GUIDELINES FOR REIMBURSEMENT

While you choose your professional development path, you must meet the following guidelines and deadlines to receive up to \$1,500 in reimbursements. Use a portion—up to \$500—for trainings and conferences, and use the remainder (or the entire \$1,500) for higher education.

	TRAININGS & CONFERENCES	HIGHER EDUCATION
Allowable Reimbursement Amount*	<ul style="list-style-type: none"> • Training reimbursed at 100% of actual cost up to \$500. • Conference registration fee reimbursed at 100% of <i>membership rate</i>. • GED reimbursed at max. \$150 per person. 	<ul style="list-style-type: none"> • 100% of tuition costs up to \$1,500 (minus any used for training).
What's Covered?	<ul style="list-style-type: none"> • Classes • Workshops • Seminars • Online Training • Conferences • CPR/First Aid • Required Health & Safety Orientation Training from an approved trainer listed on the CCPO website 	<ul style="list-style-type: none"> • Tuition • Fees • Books For undergraduate & graduate courses at accredited colleges and universities
NOT Covered	<ul style="list-style-type: none"> • thread trainings/webinars • Membership fees for professional organizations • Parking Fees 	
Approved Topics	<ul style="list-style-type: none"> • Early childhood and/or school-age education (age birth-12) • Other topics related to working with young children • Health and safety • Facility Administration 	
Required Documentation (Electronic, scan, photocopy accepted)	<ul style="list-style-type: none"> • Proof of completion (copy of credential, certificate of attendance). • Proof of payment (receipt, credit card or bank statement) • Conferences: Copy of the Certificate of Participation with stickers or signatures for each workshop session matching the day(s) registered as proof of attendance 	<ul style="list-style-type: none"> • Proof of completion (copy of college/university credential, transcript) with at least a "C" equivalent or "Pass" • Proof of payment (receipt, credit card or bank statement)
Deadlines	<ul style="list-style-type: none"> • Application and required documentation must be submitted within 60 business days of completing each training. Payment will be made within 45 business days from completed application receipt date. Funding is on a first come, first serve basis. 	

*PDR reimbursements will be reduced by the amount of other scholarships and/or financial aid you have already received.



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Please print in **black** or **blue** ink or complete electronically, and then print and sign your application. Incomplete, illegible, or incorrect applications will not be processed. **Funding is on a first come, first serve basis. * = REQUIRED FIELD.**

APPLICANT INFO		
*First Name:	*Last Name:	*Active Alaska SEED member: <input type="checkbox"/>
*E-mail:		*Phone:
I work with (check all that apply): <input type="checkbox"/> Infant-Toddler <input type="checkbox"/> Preschool <input type="checkbox"/> School-Age <input type="checkbox"/> Other _____		
I am working towards:	<input type="checkbox"/> CDA (New/Renew) <input type="checkbox"/> Continuing Education credits <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> GED <input type="checkbox"/> CPR/First Aid Certificate <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate degree <input type="checkbox"/> AK Early Childhood Administrator Credential <input type="checkbox"/> Training hours for Child Care Licensing	
*Training/Conference/Course Title:		*Actual Cost: \$
*Training/Conference/Course Title:		*Actual Cost: \$

For more than two training/higher education titles, attach a transcript or proof of completion with the title of the courses circled.

APPLICANT FACILITY INFO	
*Facility/Approved Provider Name:	
*Administrator Name:	Facility is licensed or approved: <input type="checkbox"/> Center <input type="checkbox"/> Group Home <input type="checkbox"/> Home
REIMBURSEMENT INFO	
Costs were paid by: <input type="checkbox"/> Employer <input type="checkbox"/> Self <input type="checkbox"/> Other	*Make Check Payable to: <i>(Programs paying with a business credit card with an employee's name on the card will be paid to the program, not the individual)</i>
*Mailing Address:	*City:
	*Zip:

INITIAL HERE

_____ I agree to the following:

- Eligibility requirements and guidelines have been reviewed and met.
- The required application fields (*) are filled in.
- Education/training was completed within the **past 60 business days**.
- Receipt(s) or proof of payment and completion of higher education/training obtained are attached.
- **Stop Payment Policy:** If the address provided is incomplete, incorrect, or the check is lost and a replacement check is issued, the \$25 Stop Payment bank fee will be deducted from the replacement check.

The information I am providing in this application is true and accurate to the best of my knowledge. Falsification of any information may result in repayment of funds and the inability to receive future reimbursement funds.

SIGN HERE

Signature: _____ Date: _____

Please submit your **SIGNED, completed application via email (scanned copies), fax, mail to:**

Alaska SEED

3350 Commercial Drive, Suite 203 | Anchorage, AK 99501 | info@seedalaska.org

Telephone: 907.265.3194 | Toll Free: 1.855.265.7333

Fax: 907.265.3195 | Toll Free Fax: 1.855.265.3195

