

MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL SCHOOLS

Professional Development Online Course Reimbursement Form

SECTION 1. The staff member requesting approval for online reimbursement completes Section 1.

- Complete the information requested in Section 1.
- Submit the completed form to your Principal/Department Head. (One request/workshop/course)

NAME: _____	DATE: _____
Name of Staff Member Requesting Approval of Reimbursement: Please print your name.	

CAMPUS: (Check One) Academy/Edison Academy/Woodbridge East Brunswick Perth Amboy Piscataway Central Office

NAME OF PROFESSIONAL DEVELOPMENT PROVIDER: _____

TITLE OF ONLINE COURSE: Please print exact title and attach a copy of the course/workshop description.

START DATE: _____	SCHOOL YEAR: _____
END DATE: _____	COST: \$ _____

I hereby request your approval of, and subsequent reimbursement for, the online course listed above pursuant to the provisions of the Agreement between the Middlesex County Vocational and Technical Schools Board of Education and the Middlesex County Vocational Education Association for the school year _____ - _____.

I AM PERMANENTLY CERTIFIED IN: _____

STAFF MEMBER SIGNATURE: _____

NOTES:

1. Use this form for non-credit bearing online professional development courses only. Credit bearing online courses are approved under tuition reimbursement.
2. Reimbursement is limited to \$350.00 per school year as per Article VII q.6.

SECTION 2. The Principal/Department Head completes Section 2.

- Review Section 1 of the form for accuracy.
- Complete, sign and date Section 2.
- Forward the completed form to the SUPERINTENDENT.

Name of Principal/Department Head: _____

Principal/Department Head Signature Date

SECTION 3. Request for Approval of Professional Development Online Course Reimbursement For Administrative Use Only

To: Ms. Dianne Veilleux, Superintendent

Re: Request For Approval Of Online Course Reimbursement Yes No

Forward To: Personnel Office Recorded in Personnel Office.
 Copied to the Business Office.
 Returned to the Principal/Department Head.

SECTION 4. Request for Approval of Online Course Reimbursement is returned to the Principal/Department Head

- Principal/Department Head provides their staff member with a copy of the - Request for Approval of Online Course Reimbursement.

SECTION 5. Staff Member

- Upon completion of the online course, refer to the Checklist on the reverse side of this form to process your reimbursement.

Online Course Reimbursement Checklist

SECTION 1. The staff member requesting online course reimbursement completes Section 1 and submits the form and back-up documents to the Principal/Department Head.

Name: _____

Date: _____

Campus: (Check One) Academy/Edison Academy/Woodbridge East Brunswick Perth Amboy Piscataway Central Office

Attached are the following back-up documents needed to process Online Course Reimbursement:

- 1. signed Request/Approval for Online Course Reimbursement Form,
- 2. receipt of course cost paid,
- 3. Document showing satisfactory course completion,
- 4. MCVTS Green Voucher showing dollar amount of requested online course reimbursement,
- 5. MCVTS Green Voucher is signed by the staff member.

Staff Member Signature: _____

SECTION 2. The Principal/Department Head completes Section 2.

- Review the Online Course Reimbursement Checklist and back-up documents for accuracy.
- Sign and date Section 2.
- Forward the completed Online Course Reimbursement Checklist and back-up documents to the PERSONNEL OFFICE.

Principal/Department Head Signature

Date

SECTION 3. THIS SECTION FOR PROCESSING – ADMINISTRATIVE OFFICE USE ONLY

Forward To: Personnel Office

Recorded In Personnel Office

Forward To: Business Office

Processed by Business Office