

WNWSU Professional Develop Approval Process

Option A: If making payment and then requesting reimbursement for the course/workshop/conference:

1. Fill out WNWSU Professional Development Pre-Approval Form.
2. Submit completed form, course/workshop/conference description, and registration information to your building administrator.
3. When approved form is returned to you...Register for the course/workshop/conference.
4. Participate in the course/workshop/conference.
5. Upon successful completion of the course/workshop/conference re-submit the Pre-Approval Form with proof of payment and final grade or certificate of completion to your building administrator for reimbursement.

Option B: If requesting the district pay for the course/workshop/conference in advance:

1. Fill out WNWSU Professional Development Pre-Approval Form.
2. Submit completed form, course/workshop/conference description, and registration information to your building administrator.
3. Building administrator will submit form to the superintendent for approval of advance disbursement.
4. When approved form is returned to you...Complete a requisition request with Pre-Approval Form (and other necessary info) attached.
5. Once the requisition is approved a PO will be generated which will allow you to then register for the course/workshop/conference.
6. Participate in the course/workshop/conference.
7. Upon successful completion of the course/workshop/conference submit final grade or certificate of completion to your building administrator.

Other Information:

- Please refer to Article 6.4 of the Master Agreement for more detailed information
- A copy of the final grade/transcript or certificate of completion will be filed at the central office
- Please be sure to keep a copy of the final grade/transcript or certificate of completion for your records

