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**Professional Development Opportunity and Substitute Reimbursement Fund  
Guidelines and Procedures  
2014-2015**

**Application procedures for subsidy of fees/tuition and/or substitute reimbursement:**

1. Registration must be completed in Coursewhere in advance of the workshop.
2. Request for the fee subsidy and/or substitute reimbursement must be made at time of registration. No refunds will be issued.
3. It is assumed that staff has received administrative approval for attendance and substitute arrangements have been made.
4. Districts should submit the invoice for reimbursement of substitute expenses quarterly: September 15, December 15, March 15, and June 15<sup>th</sup>. Request for substitute reimbursement will only be allowed for the current fiscal year. **No reimbursements will be processed for invoices dated after June 15th.**
5. Questions should be directed to Dr. Judith Pritchett, Chief Academic Officer for Instruction, via email at [jpritchett@misd.net](mailto:jpritchett@misd.net).

**Guidelines for reimbursement of substitute costs:**

1. Reimbursement of district daily rate for Macomb County public school substitutes is up to a maximum of \$100 per full day; \$50 per half day. Request for reimbursement must be made at time of registration. Not all PD is eligible.
2. Administrators, counselors, and paraprofessionals are not eligible.
3. Teachers attending under the fee subsidy and/or substitute reimbursement provisions must sign in upon arrival and departure.
4. It is the responsibility of the district to invoice the MISD for substitute reimbursement costs. Please make sure that the name, date of workshop, and the name of the workshop are accurate before submitting. All invoices must have an invoice number.
5. When requesting funds, please **use** the Substitute Reimbursement Form (attached).
6. Handwritten invoices will not be accepted.
7. The following offerings are eligible for substitute reimbursement through **Consultant Services**:
  - Core academic areas of literacy, mathematics, science and social studies.
  - School Improvement (examples: CITW, and FSI).
  - Compliance with No Child Left Behind and MDE Mandates.

These Substitute Reimbursement Invoices can either be emailed to [dfortuna@misd.net](mailto:dfortuna@misd.net); or mailed to **Deb Fortuna**, Attn: CSD.

8. If courses offered by **Instructional Technology** are eligible for sub-reimbursement it will be indicated in the course registration.

These Substitute Reimbursement Invoices can either be emailed to [cwhite@misd.net](mailto:cwhite@misd.net); or mailed to **Cathy White**, Attn: IT.

9. **Separate** invoices are required between CSD and IT.

**Guidelines for subsidy of fees/tuition:**

1. Macomb County public school teachers may apply for up to 50% of fees of \$75.00 or more for eligible workshops, as indicated on the MISD website. Administrators, counselors, and paraprofessionals are not eligible.
2. The request for professional development funds and substitute reimbursement must be made at time of registration. No refunds will be issued.
3. Workshop or conference must be offered by MISD, with fees payable to MISD. (MISD frequently hosts workshops for other organizations, but does not collect the fee/tuition).
4. The following offerings are eligible for subsidy:
  - Core academic areas of literacy, mathematics, science and social studies.
  - School Improvement (examples: CITW, and FSI).
  - Compliance with No Child Left Behind and MDE Mandates.
5. Specifically **NOT** eligible for the subsidy are the management academies, management technology, instructional technology, paraprofessional academy, and administrative activities.
6. Teachers attending under the fee subsidy and/or substitute reimbursement provisions **must** sign in upon arrival and departure. Districts will be invoiced for the full registration fee if registered staff does not cancel within the allowable period prior to the workshop.