

**Henrico County Public Schools**  
**2021-2022 Professional Development Reimbursement Request Form**

*(requests must be approved prior to registering and starting a professional development activity)*

Full time and part time (.5 FTE or greater) employees may be eligible for up to \$500.00 reimbursement **per school year** for activities completed for license renewal. Activities include college courses, conferences, seminars and workshops that yield points toward license renewal.

- Temporary employees and substitutes are not eligible for reimbursement.
- Reimbursement requests are limited to tuition costs for college courses and registration fees for conferences or workshops. Tests, study guides and books are not included.
- Request forms **must be received two weeks prior to the activity start date**. The last date to submit request forms for the 2021-2022 school year is **March 11, 2022**. Request forms received after that date cannot be considered for 2021-22 reimbursement.
- Request forms for conferences must include documentation regarding pricing and content of the conference. Requests for college courses must include the course title and number, cost of the course, and name of college/university.
- Employee must pay for course/conference at time of registration. Reimbursement occurs after employee sends supporting documentation after the conference/class has ended.

**STEPS TO GET YOUR REIMBURSEMENT WHEN COURSE OR CONFERENCE HAS FINISHED**

For reimbursement, **an item from BOTH #1 and #2** must be submitted to Sharon Gibson, PLL, Central Annex.

1. **Proof of Payment** for the conference or class. Provide a credit card statement, a receipt from the organization, or a bank statement (with all non-applicable items redacted.) Tuition paid by scholarships or grants is not eligible for reimbursement. If paying with student loans, please contact Sharon Gibson.
2. **Proof of Attendance:**  
**For a class:** unofficial transcript / including the grade earned. A final grade of a C or better is required.  
**For a conference or workshop:** a completion certificate or badge and agenda.  
**For CPR training:** a copy of the completion certificate or card.

These two completion documents must be sent within 60 days after activity is completed. The last day to send these required documents is **May 20, 2022**. Your request form should already be on file.

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_  
*(NOTE: If your address changes, please change in Oracle system-checks are mailed to your home)*

Position \_\_\_\_\_ Email \_\_\_\_\_@henrico.k12.va.us

Please check (✓) the appropriate box: \_\_\_\_\_ I am a Part-time Employee (.5 FTE or greater)  
\_\_\_\_\_ I am a Full Time Employee

Name of College/ Host Organization \_\_\_\_\_

Name of Course/Activity/Conference \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Course Number (if applicable) \_\_\_\_\_

Cost \$ \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Professional Leadership & Learning Use Only**

\_\_\_\_\_ Approved Amount\* \$ \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*contingent upon verification of fees paid and available reimbursement funds

Dr. Tracie Weston, Director (or designee)  
Department of Professional Learning and Leadership

\_\_\_\_\_ Not approved Reason: \_\_\_\_\_