



## AGSD Protocol for Professional Development Participation

This protocol applies to all staff who plan to attend professional development events either virtually or in-person.

### Professional Development Events

These are conferences, such as the CTE Conference, ASTE, RTI, or other state or national conferences. The District sends a number of staff to conferences each year, and plans to continue to provide these opportunities to staff when these events occur virtually as well. It also includes events such as webinars or online workshops, such as those sponsored by DEED, ASDN, or the Alaska Arts Education Council.

### Application for Approval for Professional Development

If a staff member wishes to attend a professional development event or conference, either virtually or in-person, and has the expectation that;

- this will take place during the contract or working day
- the District will cover the cost of registration, travel, etc.;

then the staff member must submit a [Professional Development Approval form](#). **Staff members who attend these events without pre-approval will not be eligible to receive reimbursement after the fact.** If the training will take place during the regular contract day, you must also have written pre-approval from your principal to attach to the application (principals get pre-approval from site supervisors).

Applicants must fill out this form as soon as possible prior to the event or conference as well as receive approval from their building principal to take leave (if the conference interferes with contracted hours). Once this form has been submitted, the applicant will receive a response of approval or denial of the request within one week.

### Documentation

Upon completion of the professional development event the applicant should be prepared to submit the [Professional Development Reflection](#) and provide documentation such as a receipt of registration, a link to the event website, and an agenda.

### Course Credit Reimbursement

Staff wishing to receive reimbursement for the cost of a course for university credit must follow the [Procedures for Course Reimbursement for Staff](#).