

Individual Professional Development Program GUIDELINES

The Individual Professional Development Program was designed to assist non-bargaining unit employees with individual professional development costs that are aligned with organizational development needs, organizational strategic directions and/or targeted skills. **This program is for registration and certification testing fees only. Any additional costs must be covered by the department and/or employee.**

This program does not take the place of departmental professional development funds. Departments should continue to budget for funding professional development priorities for the year. The purpose of the Individual Professional Development Program is to supplement departmental professional development funds and to provide assistance to individuals who do not have allocated departmental professional development funds.

Eligibility Requirements

All full time Oakland Schools non-bargaining unit employees who have been with the organization for at least one year are eligible to submit Individual Professional Development Applications. **The maximum amount of Organizational Development Program funding an employee may request is \$600 per fiscal year.**

Individual Professional Development Applications must be received by the Organizational Development Committee, care of Human Resources at least **four weeks prior to the start date of the event.**

Program Budget

The Organizational Development Committee budget covers:

- Organization-wide professional development (i.e., Blanchard Training, Crucial Conversations)
- Operational skill development requests (i.e., geared towards specific teams/groups)
- Individual Professional Development Program

Applicants are encouraged to take advantage of early registration and group rates whenever possible.

Applying for Assistance

- Fill out and sign the **Individual Professional Development Application**
- Attach the required documentation regarding training content, training title, name of sponsoring organization, training location, training date(s), and registration fee.
- Obtain your supervisor's signature.
- Attach a letter of recommendation from your supervisor including the following information:
 - How the training experience will enhance your job performance
 - Your contribution to the department/organization based on established organizational goals (include examples)
- Submit the Individual Professional Development Application, along with all required documentation and your supervisor's letter of recommendation to Human Resources, attention Organizational Development Committee, **at least four weeks prior** to the start of the training.

Note: All Individual Professional Development Applications **must** be signed and approved by the employee's supervisor and **must** include all required documentation to be considered for review.

Individual Professional Development Application

*This program is for registration fees and certification testing fees for non-bargaining unit employees who have been with the organization for at least one year. Any additional costs must be covered by the department and/or employee. The maximum amount of Organizational Development Program funding an employee may request is **\$600 per fiscal year**.*

*Applications and all supporting documentation should be submitted to Human Resources, Attn: Organizational Development Committee at least **four weeks prior to the start of the event**.*

Employee Information

Name: _____ Department: _____

Job Title: _____ Date of Hire: _____

Phone Number: _____ Date of Request: _____

Employee Signature: _____

Skill Development Information

Title of Training: _____ Sponsoring Organization: _____

Location of Training: _____ Registration Fee: _____

Training Start Date: _____ Training End Date: _____

Purpose of Training – Attach documentation (i.e., flyer, brochure, agenda, printout of webpage) on training content, training title, name of sponsoring organization, location, training date(s), and registration fee.

Please check which of the following Board strategic directions this training will support:

- Maximize learning
- Increase collaborative opportunities
- Build the capacity for continuous improvement
- Close gaps and reduce inequities
- Advocate for public education
- Foster communication and engagement

Please describe how this training will support the indicated strategic direction(s):

A letter of recommendation from your supervisor must accompany this application. This letter should include: 1) How the training will enhance your job performance and 2) How it will affect your contribution to the department and/or organization based on established organizational strategic directions (please provide examples).

Supervisor Approval

Supervisor Name: _____ Phone Number: _____

Supervisor's Signature: _____ Date: _____

Note: Employee and supervisor signatures indicate an understanding of the program guidelines and agreement that the application adheres to program guidelines. Employee and supervisor signatures also indicate agreement that the employee will provide documentation of training completion within 10 business days of the training end date.

Application Checklist

Did you:

- Sign the form?
- Obtain your supervisor's signature?
- Attach your supervisor's letter of recommendation?
- Attach required documentation (refer to Skill Development Information section)?

Please submit your request to Human Resources, Attn: Organizational Development Committee.

Organizational Development Committee Review

Date Received: _____

Date acknowledgement of receipt of application was sent to applicant: _____

Date reviewed by Organizational Development Committee: _____

Date Forwarded to Carole Schmidt/Larry Thomas for review: _____

Date acknowledgement sent to applicant that application was forwarded to Carole/Larry: _____

Cabinet Review

Approved by Carole/Larry? Yes No (If no, reason for denial _____)

Carole/Larry Signature: _____ Date: _____

Please return this form to Human Resources, Attn: Organizational Development Committee.

Notification of Decision

Date applicant was notified of Carole/Larry's decision: _____

Payment of Registration Fee

Date registration fee was processed: _____

Organizational Development Committee Member Signature: _____

Documentation of Training Completion

Date documentation of training completion was received: _____

Organizational Development Committee Member Signature: _____

Note: Failure to provide documented proof of training completion may result in required restitution by the individual to the Organizational Development fund for the training event registration fees. Failure to provide documented proof of training completion may also affect the individual's ability to apply for/access Organizational Development funds in the future.

For questions concerning this form and/or the Individual Professional Development Program, please refer to the Individual Professional Development Program Guidelines on the Oakland Schools Intranet (location on website). Feel free to speak with any of the Organizational Development Committee members for clarification or additional information.

Alicia Beck 248.209.2143
Andrea Berry 248.209.2434
Mario Bravo (Co-Chair) 248.209.2590
Brandi Carmichael 248.209.2412
Lauren Childs (Co-Chair) 248.209.2273

Danelle Gittus 248.209.2181
Kristine Gullen 248.209.2001
Joe Hoover 248.209.2559
Jean Jocque 248.209.2519
Laurie King 248.209.2243

Louise Mancuso 248.209.2029
Julie McDaniel 248.209.2346
Shelley Rose 248.209.2186
Jim Troost 248.209.2349
Scott Waldman 248.209.2355

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Individual Professional Development Application

Individual Professional Development Applications are available on the **Oakland Schools Intranet** http://intranet1.oakland.k12.mi.us/Organization/Committees/OrganizationalDevelopment/Shared%20Documents/Appl_Training_Dev.pdf

- Click on Organization
- Click on Committees
- Click on Organizational Development Committee
- Scroll down to the Shared Documents section
- Click on Application for Professional Development

Examples of Eligible Professional Development

Registration fees for professional development (including online training) that would assist you with:

- Certification/endorsement preparation and testing
- Targeted retraining to ensure successful reassignment
- Training/skill-building that is required by law or to maintain current job status
- Supporting or improving skills required for your current assignment
- Meeting a **specific organizational need for your current job** that is individual in nature and is not available as an organizational training program and that would support one or more of the following Board strategic directions:
 - Maximize learning
 - Increase collaborative opportunities
 - Build the capacity for continuous improvement
 - Close gaps and reduce inequities
 - Advocate for public education
 - Foster communication and engagement

Ineligible Items

The Individual Professional Development Program cannot be used to assist with the expenses of obtaining a degree nor can it be used to assist with any travel expenses (i.e., meals, transportation or mileage, parking, or hotel accommodations) related to the training.

Ask your supervisor about availability of departmental funds to assist with travel expenses.

Note: Training events requiring overnight travel **must** be approved by the Board. Please complete the appropriate process/forms and submit as directed. **Do not attach your Oakland Schools Pre- and Post-Travel and Conference Approval Form to your Individual Professional Development Application.**

Approval Process

All application forms will be reviewed by the Organizational Development Committee to verify adherence to program and will be forwarded to Dr. Carole Schmidt and Larry Thomas for approval.

You and your supervisor will receive notification, via email, of Carole and Larry's decision.

Payment Process

Once the Organizational Development Committee has received notification that your application has been approved, the Committee will process payment of your registration fee and submit confirmation of payment to you via email.

Training Completion Documentation

Documented proof of training completion (i.e., copies of certificates of completion or signed correspondence from the sponsoring organization on their official letterhead verifying your attendance and training completion) must be submitted to the Organizational Development Committee, care of Human Resources, within 10 business days of the training completion date.

Failure to provide documented proof of training completion may result in required restitution by the individual to the Organizational Development fund for the training event registration fees. Failure to provide documented proof of training completion may also affect the individual's ability to apply for/access Organizational Development funds in the future.

For questions concerning these guidelines, please feel free to speak with any of the Organizational Development Committee members listed below.

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