



## ESP Professional Development Reimbursement Request

Complete this request form, attach course information and submit to Ken Anderson in Human Resources. A course must have prior approval of the Education Support Professional Development Committee (ESPDC) before funds will be given. Questions? Contact Ken at 801-826-5452

Full Time Employees can earn up to \$450 a year and Part Time Employees can earn up to \$150 a year.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Department: \_\_\_\_\_ Position Title: \_\_\_\_\_ FT or PT: \_\_\_\_\_

District Email: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

### **PD Course Information:**

Course Name: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Date of Course: \_\_\_\_\_ Time: \_\_\_\_\_ Location of Training: \_\_\_\_\_

How will this course help in your current position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Attach a copy of the courses information to this application to be approved by the Education Support Professional Development Committee

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Supervisor Signature

Are school funds available for training? \_\_\_\_ Yes \_\_\_\_ No If yes, how much and through which budget: \_\_\_\_\_

**Note: If you are registered for a course and you receive funds, but you do not attend, you will be required to reimburse Canyons School District for the amount you are given.**

### **Office Use Only**

\_\_\_\_\_  
ESPDC Designee Signature

\_\_\_\_\_  
Date

Approved? \_\_\_\_ Yes \_\_\_\_ No

If Denied, Explain: \_\_\_\_\_

ESPDC App Received: \_\_\_\_\_

Funds Requested: \_\_\_\_\_

Confirmation Email Sent: \_\_\_\_\_

Supervisor: \_\_\_\_\_

NPO Sent to Accounting: \_\_\_\_\_