The District recognizes the value of a competent Educational Support Professional (ESP) staff to assist students and educators as part of one proactive educational system. Quality professional development at all levels supports effective instruction for students. The ESP Development Committee (ESPDC) arranges for training opportunities, conferences and provides funding for individual professional development opportunities that may not have full or any funding through department budgets.

### Individual Professional Development Funding Guidelines
1. Individual requests for professional development will be taken on a first come first served basis. When funding is no longer available for the school year all requests will be returned to the requester.
2. All Professional Development requests must be related to your current position or to assist you with advancing to a higher position.
3. An employee may only be awarded up to $200 in a school year. (School year runs from July 1 to June 30 of the following year.)
4. A requested course must have prior approval of the ESPDC to qualify for use of professional development funds. Summer training event requests will need to be submitted by April 25th. Any summer training that has not been approved by the ESPDC prior to the occurrence may be submitted by August 25th to be considered for reimbursement.
5. All requests must be submitted by the 25th of each month to the Human Resources Department for approval at the monthly ESPDC meeting scheduled for the first Tuesday of each month. Attach copies of completed registration materials, conference agendas, etc. with your request form. If the event is promoted and registration is online print the relevant screens and provide with your request.
6. Upon completion of the course you must provide a copy of the completion certificate or proof of attendance to Tamara Bostic in Human Resources within two weeks after the event.
7. If you are registered for a course that is paid for by ESPDC funds, and you do not attend, you will be required to reimburse the District for the amount awarded.
8. All request forms must be signed by the Principal/Director of your department.
9. Schools/Departments should be approached first to seek funding prior to requesting funds from the ESPDC.

### ESP Guest Training Opportunities
1. ESPDC will be offering training opportunities throughout the year.
2. Guest speakers will provide training on a variety of topics from customer service, motivation, leadership, computer skills, and many other topics.
3. The committee will accept requests for topics, events and speakers. Please submit your requests to Human Resources.
4. Registration for events is online at [http://training.canyonsdistrict.org](http://training.canyonsdistrict.org).
5. Training events may be held at a variety of locations throughout the district to ease travel concerns and make attendance more accessible for all ESP employees.