

**CONTINUING EDUCATION/PROFESSIONAL LEARNING**

The Puget Sound Educational Service District (PSESD) encourages employees to participate in continuing education and professional development. When part of an employee's professional development plan, tuition may be reimbursed upon the successful completion of a class in an accredited college or university in an education/PSESD agency related field. The employee must be a matriculating student in the college or university or pursuing certification in a rigorous program, over time, to qualify for reimbursement under this policy.

Training classes and workshops directly related to an employee's position may be paid for given budget and funding considerations and advance approval by the employee's supervisor.

Adopted: May 1994  
Revised: March 2006  
Revised: July 2006  
Revised: January 2014

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References: Operating Policy No. 5240 Staff Evaluation