

**PSE Professional Development
Checklist to receive up to \$300 for
Professional Development**

Attend Professional Development Activity (beyond normal contract hours)

The Deadline to submit a Form 78 is August 15.
Funding is limited and on a first-come, first served basis

- Obtain Proof of attendance – any of the following showing dates and hours:**
 - ✓ Certificate of Attendance
 - ✓ Conference Brochure
 - ✓ Clock Hour Forms
 - ✓ Instructor’s Statement/Signature
 - ✓ Transcript
 - ✓ Administrators Statement/Signature
 - ✓ Any other form of proof of attendance

- Complete Form 78**
 - ✓ Complete Name and Building on the form.
 - ✓ Check regular rate of pay.
 - ✓ Complete the date of the course, description, and total cost.
(\$300 maximum – members will be notified if there are additional funds available).
 - ✓ In the Account Code Area – **Mark PSE Professional Development**
 - ✓ Sign and Date the form on the line for “Employees Signature.”

- Please attach your proof of attendance to the Form 78.**

- Mail these forms to Jacque Meddles, MWMS.
(PLEASE DO NOT SEND THEM DIRECTLY TO PAYROLL OR TO PERSONNEL).**
 - ✓ You will be notified if there are any questions or if additional documentation is needed, or if funds are no longer available.
 - ✓ Funds will be paid on your regular paycheck.

All Form 78s will be reviewed prior to forwarding to Payroll.

If you have any questions on PSE Professional Development, please contact
Tracy Hopkins at OH or Jacque Meddles, MWMS at 874-6170