Guidance for Directors' Regional Professional Learning

Funded with IDEA State-Level Set-Aside Dollars

The CDE provides IDEA state-level set-aside funds to support professional learning across the regional teams of Special Education Directors. The purpose of providing IDEA funds is to build the knowledge, skills, and capacity of Special Education Directors to ensure each Administrative Unit (AU) emphasizes special education and related services designed to meet their unique needs and prepare students for further education, employment, and independent living. 34 CFR § 300.1

To access these funds, CDE requires prior approval to ensure the federal dollars allocated explicitly support the requirements of the IDEA. Please review the information below for guidance on allowable costs and instructions on how to apply for reimbursement of funds.

Allowable Costs

- Conference or webinar registration fees
- Professional Development books or materials
- Presenter or trainer fees

Impermissible Costs

- Fees to reserve/rent venues or meeting spaces
- Professional organization memberships
- Travel expenses (airfare, lodging, etc.), meals, food, or beverages
- Gifts, gift cards, awards, or entertainment

Procedures

All purchases need to be completed by the AU; the CDE will process reimbursement to AUs only.

Step 1: Submit documentation for review and approval:

- Provide the following information:
    - Purchase details, including a description of the purpose for the professional learning request
    - Event details, including date, time, location, description, and cost per attendee.
        - Event needs to take place in the same fiscal year as the funding allocation (ex. for the 2025-26 school year, the event needs to happen prior to June 30, 2026)
        - If possible, coordinate purchases to maximize early registration discounts
    - Book/material details, including quantity

- Documentation showing all participating directors of the region agree to the use of funds for the event

*If your request is approved, move on to Step 2.

Step 2: To be eligible for reimbursement, the following is required:

- The AU completes a tax-exempt transaction
    - Using the AU P-card (or other form of approved payment), provide the payment information to the vendor. **Payments must be coded as **tax-exempt**. The CDE cannot reimburse for any taxes on purchases.*
    - Personal credit cards are not allowed. The CDE cannot issue reimbursements to personal accounts.
- Following an event, and within 30 days of attendance, submit the following documentation:
    - Itemized invoice of purchase, reflecting proof that the AU made the payment (i.e., screenshot of AU ledger line, credit card statement, etc.)
        - Include:
            - AU name
            - Address
            - Contact name(s), email address(es), and phone number(s) of all attendees within your party
            - Date/s of the event
            - Invoice number
    - Proof of (as applicable):
        - Registration, agenda, and certificates of attendance for the participant at conference/event
        - Delivery receipt of books/materials

- To ensure timely invoicing and processing, events may not be scheduled later than June 10th of each calendar year.
- All invoices must be received by June 15th of each calendar year.

All documentation for approval and payment processing is submitted to Julie Rottier-Lukens, via email at rottier-lukens_j@cde.state.co.us