



# Professional Development

## REIMBURSEMENT APPLICATION

July 1, 2019–June 30, 2020

**APPLICATIONS MUST BE SUBMITTED WITHIN 60 BUSINESS DAYS OF COMPLETING EDUCATION/TRAINING**

**What is a Professional Development Reimbursement (PDR)?** A Professional Development Reimbursement (PDR) provides early childhood (EC) and school-age (SA) professionals residing in Alaska with funding of up to \$1,500 per State fiscal year (July 1—June 30) for higher education and/or training.

### Eligibility Criteria:

1. You must be operating, or be a paid employee of, a licensed (State of Alaska or Municipality of Anchorage) child care facility, Head Start, or pre-elementary school district program, or a State of Alaska Child Care Assistance Program approved child care facility.
2. You must have an active/current/updated SEED Registry membership. You may submit or renew an application online at [www.seedalaska.org](http://www.seedalaska.org). For more information, contact SEED at: [info@seedalaska.org](mailto:info@seedalaska.org) or 907.265.3194 or 855.265.7333.
3. Training must be in early childhood and/or school-age education (birth through age 12), health and safety, facility administration, and/or topics directly related to working with young children. Higher education/training must be successfully completed with at least a “C” equivalent or “Pass”. **For conference reimbursement requests, applicants must submit a copy of the Certificate of Participation with stickers or signatures for each workshop session matching the day(s) registered as proof of attendance or reimbursement may be denied.**
4. PDR funding is only guaranteed for those who submit completed applications, receipts and proof of completion within 60 days of completing the education/training. **Applications received after 60 days will not be accepted.**
5. Applicants may use a combination of funds **up to and not exceeding \$1,500 per State fiscal year** for approved training and/or higher education as follows:
  - Up to **\$500 per State fiscal year** may be used toward approved training, as outlined in #4, including classes, workshops, seminars, and online training. **Approved trainings are reimbursed at 75% of actual cost. Early childhood/school-age conference registration fees will be reimbursed at 100% of the membership rate.**  
**Example:** Josh attends an EC conference at the member rate of \$300. He is reimbursed \$300 (100%). He also completes an online training course costing \$267. Josh is reimbursed for \$200 (75%) and has reached the maximum \$500 per fiscal year for training. Josh can still submit a PDR application for up to an additional \$1000 (100%) for higher education tuition.
  - **CPR/FA training is capped at \$75 per person per fiscal year. Obtaining a GED is capped at \$150 per person.**
  - Effective February 8, 2019/retroactive October 1, 2018: 100% reimbursement for required Health & Safety Orientation Training from an approved training organization listed on the State of Alaska Child Care Program Office website.
  - Up to **\$1500 per State fiscal year** may be used toward higher education tuition, as outlined in #4, including: accredited college or university undergraduate or graduate courses, fees and books. **Higher education courses are reimbursed at 100% of tuition costs.**  
**Example 2:** Susan spends \$1,200 on Early Childhood courses at the University of Alaska Fairbanks. She will receive a \$1,200 reimbursement (100% of higher tuition) and has \$300 PDR funds left for higher education (100%) or approved training (75%).
7. You must submit the following document(s) with your PDR application: **a.)** Proof of payment (receipt, credit card or bank statement) for higher education/training or **b.)** Proof of completion (i.e. copy of college/university transcript, credential, certificate of attendance).

**PDR WILL NOT COVER OR REIMBURSE FOR THE FOLLOWING:** 1) Face-to-face or webinar training offered by **thread**; 2) Cost of membership fees for professional organizations; 3) Parking fees

- For funds already covered by other financial aid such as Pell Grants, Veteran’s Administration Benefits, Scholarships, training/education covered by Employer benefits, Child Care Grant (CCG) Program Reimbursements, etc., PDR funds will be reduced by the amount of other scholarships and/or financial aid.



# Professional Development

## REIMBURSEMENT APPLICATION

July 1, 2019 – June 30, 2020

**APPLICATIONS MUST BE SUBMITTED WITHIN 60 BUSINESS DAYS OF COMPLETING EDUCATION/TRAINING**

Professional Development Reimbursement (PDR) funding is awarded on a **FIRST COME, FIRST SERVE** basis. **Payment will be made for complete applications within 45 business days from date of receipt.** Contact SEED for payments not received within 60 days.

I certify that I operate, or am a paid employee of, a licensed (State of Alaska or Municipality of Anchorage) child care facility, Head Start or pre-elementary school district program, or a State of Alaska Child Care Assistance Program approved child care facility and meet the Eligibility Criteria. The information I am providing in this request is true and accurate to the best of my knowledge. Falsification of any information may result in repayment of funds and the inability to receive future reimbursement funds.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print in **black** or **blue** ink or complete electronically, and then print and sign your application. Incomplete, illegible or incorrect applications will not be processed. **ALL FIELDS ARE REQUIRED.**

Applicant's Name \_\_\_\_\_

Facility/Approved Provider Name \_\_\_\_\_ Administrator's Name \_\_\_\_\_

Make Check Payable to \_\_\_\_\_  
(Programs paying with a business credit card with an employee's name on the card will be paid to the program/business not the individual)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

AK SEED Registry Username \_\_\_\_\_ SEED Expiration Date \_\_\_\_\_  
(Your SEED Registry Username and expiration date are on your SEED Registry Certificate)

Facility is an **approved** or **licensed**:  Center  Group Home  Home **Costs were paid by:**  Employer  Self

I work with:  Infant-Toddler  Preschool  School-Age  Other \_\_\_\_\_

I am using PDR funds to earn/for/to:  Obtain/Renew CDA  Continuing Education credits  Associate's degree  Bachelor's degree  
 Obtain GED  CPR/First Aid Certificate  Master's degree  Doctorate degree  
 AK Early Childhood Administrator Credential  Training hours for Child Care Licensing

Higher Education/Training Title \_\_\_\_\_ Actual Cost \$ \_\_\_\_\_

Higher Education/Training Title \_\_\_\_\_ Actual Cost \$ \_\_\_\_\_

Higher Education/Training Title \_\_\_\_\_ Actual Cost \$ \_\_\_\_\_

Please initial the following statements before submitting your application:

\_\_\_\_\_ I understand I am being reimbursed for 100% of EC/SA conference registration fees, higher education costs **up to \$1,500** or up to **\$1,000** higher education costs combined with up to 75% of training costs **up to \$500** (see # 6 Eligibility Criteria), and/or **up to \$75** CPR/FA costs or **\$150** to obtain a GED

\_\_\_\_\_ I have filled in all required fields on this application

\_\_\_\_\_ Education/training was completed within the past 60 business days

\_\_\_\_\_ I have included receipt(s) or proof of payment and completion of higher education/training obtained (electronic, photocopied or scanned documentation are acceptable)

\_\_\_\_\_ **Stop Payment Policy:** If the address provided is incomplete, incorrect or the check is lost and a replacement check is issued, the \$25 Stop Payment bank fee will be deducted from the replacement check.

**Please mail, fax or email your SIGNED, completed application via fax, mail or email (scanned copies) to:**

**SEED**

3350 Commercial Drive, Suite 203  
Anchorage, AK 99501

Telephone: 907.265.3194 / Toll Free: **1.855.265.7333**

Fax: 907.265.3195 / Toll Free Fax: **1.855.265.3195**

Email: [info@seedalaska.org](mailto:info@seedalaska.org)

Updated 6/30/2017

