

**Metropolitan State College of Denver**  
**Professional Development Funding Program for Administrators and Classified Staff**

**Procedures for Application (Effective August 18, 2004)**

1. There are two categories of professional development (PD) activities that are eligible for funding:  
  
**Category A.)** Academic course work  
**Category B.)** Professional seminars/conferences.
2. Eligible employees must have been employed at the College for a minimum of 6 (six) months before applying for PD funds.
3. Eligible employees can receive a maximum PD award of \$500 per fiscal year (July 1 to June 30<sup>th</sup> of the following year). The \$500 maximum can be attained in one single award or by applying for several smaller awards throughout the year that would collectively total the \$500 maximum (if receipts substantiate such expense and funding is approved/available.) The maximum award of \$500 can be given for any approved activity in either category A or category B or a combination of the two categories.
4. **All PD applications must be submitted electronically.** See instructions in the “How To Apply” sections that follow.
5. The PD Chair and the College’s Accounting Department collaboratively coordinate employee/departmental reimbursements and manage the PD program. Thus, the instructions that follow outline procedures to be done simultaneously in order to obtain PD funding and reimbursement from the College’s Accounting Department. *Please adhere to these procedures to ensure a timely response to your requests.*
6. There is a limited amount of PD funds allocated annually. Once these funds are fully utilized within a fiscal year, on a first-come, first-serve basis, the College community will be informed through an E-mail communication that no additional PD funding can occur until the beginning of the next fiscal year.
7. Applications for PD Funding can be submitted according to the procedures outlined below. Applications will be processed upon receipt and will be funded on a first-come, first-serve basis, until all PD resources are depleted. A confirmation E-mail message will be sent to the employee requesting funding indicating if funding has been granted and the amount of money granted.
8. In order to fairly distribute PD funds throughout the College, no more than 4 (four) employees from the same department will be awarded PD funds for attending the same conference. In this case, only 4 PD applications should be submitted.
9. PD application can be made up to 45 days prior to the event, course or seminar taking place. *NOTE: No PD applications will be accepted/approved retrospectively after the event takes place.*
10. **All PD applications must be received by May 1 of each fiscal year, since all reimbursements must be fully processed by June 15 annually.**

## HOW TO APPLY...

First determine if you are applying for PD funding under A or B below and then proceed accordingly.

A.) If PD application is for academic coursework where an employee would be directly reimbursed: Follow procedures in #9 below.

B.) If PD application is for seminars/conferences where the department account would be directly reimbursed: Follow procedures in #10 below.

### **9. Category A Procedure (Academic Coursework – For Employee Reimbursement)**

1. Employee completes PD application on-line.  
Instructions below.

How to Access Professional Development Application Form

- A. Go to MetroConnect (the portal)
  - B. Click on the “Employee Tab” at the top of the page
  - C. Click on “Human Resources” on the left side of the page
  - D. Click on “HR Forms” on the left side of the page
  - E. Click on “Classified Forms – Microsoft Word Form” in the center of the page (Exempt staff should also use the Classified Word Form section)
  - F. Scroll down drop down list of forms to “Professional Development Application” – Click on this document to pull it up
  - F. Save a copy of the PD Application to a location on your computer (wherever you decide this type of form should be kept)
  - G. Complete the form and save it once again.
  - H. Attach the on-line PD application form as an attachment to an E-mail to your immediate supervisor.
2. Supervisor is to then complete the supervisor section of PD application on-line. Instructions below.
    - A. Open PD attachment sent by your employee and complete Supervisor section. Note: NO FOAP needed for “category A” PD.
    - B. Click File>Save as> and save file for future reference on your workstation.
    - C. Attach the completed on-line PD application form to an E-mail titled: **“PD Application”** to Steve Monaco, PD Chair, at [monacos@mscd.edu](mailto:monacos@mscd.edu)

NOTE: PD application has a box for employees to indicate if coursework is at the undergraduate or graduate level. Please be sure the correct box is completed.

3. PD Chair will then E-mail supervisor acknowledging receipt of application and initial approval (final approval is contingent on receipts) or denial of request.
4. Employee must **mail** the following to Steve Monaco, PD Chair, at Campus Box 20 **within 30 days of registration:**
  - a. 1 (one) copy of class schedule and b.) 1 (one) copy of payment receipt.
5. PD Chair will then authorize appropriate reimbursement in conjunction with receipt verification. **NOTE: This reimbursement occurs after the employee has paid up-front for the academic coursework.**

## **10. Category B Procedures** (Seminars/Conferences – **For Departmental Reimbursement**)

**Note:** It is the responsibility of the department/employee to make all arrangements for travel, hotel, registration, etc. to any seminar or conference. If registration must be expedited, please alert Elaine in Accounting Services. **Departments will initially expend funds from their departmental accounts for employee travel, hotel, registrations, etc.** Documentation must be received within 30 days of completion of event. If approved, Accounting Services will transfer approved PD funds back to the department's account that was originally debited.

1. Employee completes PD application on-line.  
Instructions follow...

### How to Access Professional Development Application Form

- A. Go to MetroConnect (the portal)
- B. Click on the "Employee Tab" at the top of the page
- C. Click on "Human Resources" on the left side of the page
- D. Click on "HR Forms" on the left side of the page
- E. Click on "Classified Forms – Microsoft Word Form" in the center of the page (Exempt staff should also use the Classified Word Form section)
- F. Scroll down drop down list of forms to "Professional Development Application" – Click on this document to pull it up
- F. Save a copy of the PD Application to a location on your computer (wherever you decide this type of form should be kept)
- G. Complete the form and save it once again.
- H. Attach the on-line PD application form as an attachment to an E-mail to your immediate supervisor.

**Note: For seminars/conferences, employee must turn in all associated receipts to your Supervisor (or Supervisor's departmental designee) upon completion of event.**

2. Supervisor to complete supervisor section of PD application on-line. Instructions below.
  - A. Open PD application attachment sent by your employee and complete the Supervisor section, including all 4 components of the FOAP, which is required for “category B” PD.
  - B. Click File>Save as> and save file for future reference on your workstation.
  - C. Attach the completed on-line PD application form to an E-mail titled: “**PD Application**” to Steve Monaco, PD Chair, at [monacos@mscd.edu](mailto:monacos@mscd.edu)
  - D. Supervisor must then complete any “**Additional Supervisor Responsibilities**” as outlined below.

## **Additional Supervisor Responsibilities For “Category B” requests**

### **4. For In-State Events (without over-night stay):**

A.) Prior to event Supervisor (or Supervisor’s departmental designee) initiates a **check request** to Accounts Payable for registration expensed to the department’s FOAP.

B.) Upon completion of event **Supervisor** e-mails Steve Monaco at [monacos@mscd.edu](mailto:monacos@mscd.edu) to confirm employee attendance.

Title of E-mail should be: **Confirmation of Seminar/Conference Attendance.**

Body of E-mail should include: Name of person who attended, name of seminar/conference attended, date(s) of attendance.

Example: John Doe, Front Office Management Seminar, May 3-5, 2003.

C.) Professional development funds will then be transferred to the department’s FOAP where originally expensed.

### **5. For Out-of-State Events or In-State Over-Night Events**

A.) Supervisor (or Supervisor’s departmental designee) completes the “**estimate section**” of the Travel Request, Authorization and Expense Form (TA). This document is located on the “S” drive and can be printed from there.

How to Access the TA form:

- A. Double click on My Computer
- B. Double click on Sharedfiles on 'Neptune' (S:)
- C. Double click on the "Public" folder
- D. Double click on "Word Form"
- E. Double click on "Travel" folder
- F. Double click on "TA\_ Form"
- G. Do a "Save As" and save the TA form to your harddrive
- H. Type in the appropriate blanks on the TA form and
- I. Print a hard copy of this form once completed.

**B.) Write your department's FOAP in the upper right corner.**

**C.) Write the words "Prof. Development" in the upper left corner.**

D.) Obtain Supervisor's signature (and Account Custodian's, if other than the Supervisor) in the Pre-Travel Approvals box (lower left corner of the TA form.)

E.) Make a copy of this estimated form for your records.

F.) Send the "estimated TA" to Elaine Becks, Box 18, Accounting Services.

G.) Within 30 days of conclusion of seminar/conference, supervisor must send "finalized TA" (using copy of original estimated TA) and all receipts to Elaine Becks at Box 18. **Note: No PD reimbursements/transfers will be processed after 30 days.**