

To: Memo – All Certificated Staff  
From: Professional Development  
Date: June 26, 2019  
Re: Update to ESD 112 clock hours

Beginning July 1, 2019, ESD 112 will be requiring VPS employees to pay the \$3 per clock hour fee for professional development sponsored by ESD 112. In the past, this fee was waived to allow VPS employees the ability to print an in-service clock hour form without payment.

The clock hour fee is a reimbursable professional development expense and can be included with an application for reimbursement of individual PD funds. The amount should be entered into the "Clock Hour Fee" box (see the example below).

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### Application for PD Funds

**Instructions**  
Please follow these 3 Steps to Complete your Application.  
1) Complete all Applicable information in the PD Funds Detail area.  
2) Click on the Add Comment button at the bottom of this page to add comments. SAVE the comment. If the PD Manager returns your form, you may view their comments. You may then make corrections as requested or add another comment. If you are responding to a request for information, add your comment. 3) Click Submit Application.

**COURSE INFORMATION**  
Name: ██████████ Course Approval ID: 17061 Application ID: 36315  
Course Title: ESD-U 101  
Credits Requested: 18.0  
Course Start: 7/23/2018 Course Completion: 7/25/2018

**HOURLY REIMBURSEMENT**  
Number of Hours  @ 60.78  
Per diem amount includes tax and benefits

**SUBSTITUTE REIMBURSEMENT**  
Number of Whole Days   
Number of Half Days

**MATERIALS**  
Course materials   
Textbooks   
Other

**COURSE/CREDIT FEES**  
Tuition Fee   
Registration Fee 406.25  
Clock Hour Fee 54.00

**TRAVEL**  
Travel Start Date  31  
Travel End Date  31  
Airfare   
Number of Nights Lodging   
Parking/Toll/Misc   
Number of Breakfasts   
Number of Lunches   
Number of Dinners   
Mileage

**TOTAL 460.25**

[RETURN](#) [Update Application](#)