

**NORTHEAST COMMUNITY SCHOOL DISTRICT  
COURSE PAYMENT GUIDELINES  
PROFESSIONAL DEVELOPMENT**

These guidelines were developed to identify the individual and district responsibilities for payment of course registration and attendance.

District Required

1. When the district requires an individual to attend training, the district will pay the cost of registration and all required materials, unless the employee elects to receive recertification or graduate credit. If an employee opts to receive recertification or graduate credit for the course, the employee will assume all costs of the training including materials. Materials purchased for the training by the district will remain district property.
2. When the district requires an individual to attend training, the district will pay for the cost of the substitute during the school year, or pay the employee an approved hourly rate during the summer. The hourly rate will include class time only, not lunch or travel.
3. When the district requires an individual to attend training, the employee should request the use of a school vehicle. If a request is made and a school vehicle is unavailable, the district will reimburse travel costs.

Employee Requested

4. If an employee requests to attend training, the district may or may not decide to approve full or partial payment for the registration, provided the employee does not elect to receive recertification or graduate credit. Factors impacting this decision can include cost, number of employees, connection to district initiatives, direct benefits to the district, etc. If an employee opts to receive recertification or graduate level credit for the course, the employee will assume all costs of the training. Materials/books for the training will be the responsibility of the employee.
5. If an employee requests to attend training during the summer, the district may or may not decide to approve payment for an hourly rate or daily stipend. Factors impacting this decision can include cost, number of employees, connection to district initiatives, direct benefits to the district, etc. Transportation costs will not be reimbursed.

Para-Educator Certification

6. For courses leading to a para-educator certificate or renewal, the district will pay up to \$250 for the course registration for employees. The employee will pay for the materials fee.
7. The district will pay an approved hourly rate for employees to attend training leading to a para-educator certificate or renewal. The hourly rate will include class time only, not lunch or travel. Transportation costs will not be reimbursed. Due to the inability to accurately monitor online course time, an hourly rate will not be paid for online courses.
8. The employee will be responsible for the cost of the certificate from the Department of Education.