

## Key Features of the *PROFESSIONAL DEVELOPMENT REIMBURSEMENT PROGRAM* (PDRP)

Currently employed Albemarle County teachers are eligible to apply for PDRP reimbursement for up to **\$750** per teacher **per** semester for coursework or up to \$750 for presenters for state or national conferences per semester or \$250 for all other conferences.

- Please complete a PDRP application **prior to the start** of the course and conference. Applications are sent to the ARC (Albemarle Resource Center) to be reviewed by the PDRP committee. Applications are reviewed monthly and notifications will be sent via email. Funds are allocated for each approved application.
- **All** applications are accepted for review and final approval by the PDRP committee. The principal's signature indicates leave approval and acknowledgement that the PDRP request supports the teacher's work on TPA (Teacher Performance Appraisal) goal.
- Reimbursement will be given to teachers in the following priority:

Coursework (Satisfactory completion is required.)	Conference (\$40 per diem for food)
Highly qualified (NCLB)	Presenter/Official
Endorsement	1 <sup>st</sup> time conference attendee
Relicensure/recertification	TPA professional growth goal focus
TPA professional growth goal	

- All unapproved applications will be reconsidered at the end of the fiscal year.
- In order to receive reimbursement, grades, receipts, etc. must be submitted to ARC within **30 days** of completion of course/conference.
- Albemarle County Public Schools will continue to reimburse tuition up to \$750 for Albemarle County supported coursework.

**Semester Dates:**

- **July 1 – December 31 (Summer/Fall)**
- **January 1 – June 30 (Winter/Spring)**

Submit completed applications to [Shelia Waddy](#) at ARC by (FAX 296.5802), pony or email. Applications must be received before the start of the course or conference.