Frequently Asked Questions

Professional Development

1. What is a professional development course?
    a. A professional development course is any course that is not part of a college or university program.
    b. Some colleges or universities offer professional development courses that do not require formal registration in the school and this might also be considered professional development rather than tuition assistance. Depending on the methods allowed for payment it may still require a tuition assistance form in order for the agency to pay the institution.
2. How do I register for a professional development course?
    a. The HRD Program Administrator distributes announcements when professional development opportunities are available. Employees should follow the instructions provided for each one since they may differ from one another.
    b. If the course is something that an employee has come across then it requires supervisor approval and the cost comes from district funds rather than HRD funds.
3. Can I pay for a class on my own and then be reimbursed?
    a. The preferred method of payment is using the procard, but there are times when an entity may not accept this form of payment. If far enough in advance a check may be requested by your supervisor.
    b. If no other option is available then an individual may process an approved registration on a travel voucher.
4. What determines if a professional development class is paid from the HRD budget or from my district budget?
    a. If the course is something that an employee has come across then it requires supervisor approval and the cost comes from district funds rather than HRD funds.
5. Are online courses approvable for access during working hours?
    a. The agency has specific guidelines and policy regarding online courses for professional development. Please refer to the Professional Development Policy for this information.