

Archdiocese of Cincinnati  
Title IIA Professional Development for Educators  
**On-Line Workshop Policies and Guidelines**

**Policies:**

On-line workshops must follow Title IIA policies for professional development which are published on the CSO website in the Government Programs section, Title IIA, Policies and Procedures. Course subject matter must be allowable under the Title IIA guidelines. **Principal approval is required.** College Credit courses are not allowable.

**Registration:**

1. **Pre-Approval** from the Archdiocese is required before registering for an on-line course. Fax the course description, with dates/cost, to Linda Thompson for pre-approval. Be sure to include your email address for approval notification (or additional questions).
2. Once approved by the Archdiocese, register on-line and then print and fax, or email, a copy of the completed registration form and any receipts to Linda Thompson. Be sure to note your school name, your grade or subject(s) taught, and who is paying for the on-line course (school or teacher). Note: A Purchase Order must be in place **before** the workshop date in order to use Title IIA funds so it's important to get the registration forms to Linda before the workshop.

**Reimbursement Payment (through a Purchase Order):**

**\*\* Please note: Reimbursements are only allowable for pre-approved on-line courses.**

1. A completion certificate is required before reimbursement can be made. Fax to Linda Thompson. Reimbursement will not be made for courses that are not completed.
2. Because payment is typically required when submitting the on-line registration, a reimbursement requires either a copy of the credit card statement (with your credit card number blacked out), OR a cancelled check copy (front and back), OR a copy of the front of the check and the bank statement showing the deduction.
3. When payment is made by a teacher, our fiscal agent requires that we submit a Vendor Registration Form which will be emailed to you with the approval notification. Fax the completed Vendor Form to Linda Thompson.
4. All of the above documentation must be submitted in the required timeframes in order for a check to be issued. HCESC, our fiscal agent, issues checks on the 15<sup>th</sup> and the 30<sup>th</sup> of the month. The Purchase Order cannot be held open indefinitely. Once workshops are completed, Purchase Orders will be cancelled after 30 days, and reimbursements will no longer be available through the Title IIA Professional Development grant.

**Feedback:**

Please complete the evaluation form emailed to you. It's a valuable tool for us to determine if this vendor/course provides a worthwhile Professional Development opportunity for our teachers.

**Questions/Contact:**

Linda Thompson, Archdiocese of Cincinnati, 100 E. 8<sup>th</sup> Street, Cincinnati, OH 45202

[LThompson@CatholicCincinnati.org](mailto:LThompson@CatholicCincinnati.org)

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Please bear with us as we implement this new program and work out any kinks along the way!