PROFESSIONAL GROWTH FUND
FOR STUDENT TEACHERS

Applications will be accepted OCT. 2 – DEC. 1, 2017

Description of Program
Student teachers are welcome to apply for funding which can be used toward reimbursement for workshop and conference registration fees for up to $100.

Eligibility Requirements
Be a current student teacher at Teachers College

How to Put in a Request
Submit a “Professional Growth Fund Form” online which can be found at www.tc.edu/ote under the “Office of Teacher Ed” Student Teaching tab or at: (case sensitive) https://goo.gl/forms/8LbujzTgLe6kvgqS2

Receiving Approval
Approval for reimbursement for a workshop/conference will be granted within 5 days after the submission of the online application. If funding is approved, the student teacher must submit the receipt within 30 days of registering or lose funding.

A reimbursement check will be mailed within 30 days after the office receives the registration receipt.

Once the workshop has taken place, a reflective paragraph describing the benefits of attending the workshop must be emailed to the Office of Teacher Education at ote@tc.edu before reimbursements can be processed.

Timeline
- Applicant applies via “Professional Growth Form”
- Applicant receives notification within 5 days
- Applicant submits receipt and copy of credit card statement to Office of Teacher Ed
- Applicant submits a paragraph reflecting/describing benefits of attending the workshop
- Applicant receives a reimbursement check within 30 days of receipt, credit card statement, and paragraph submission

Terms of Funding
A maximum of $100 will be approved per student teacher on a first-come, first-serve basis. The workshop must be related to the student teacher’s subject area or school responsibilities. Workshops must occur in the current school year. Applicants can only be reimbursed once during the school year.

Workshops held at Teachers College through the Continuing Professional Studies office, Reading and Writing Project, Inclusive Classrooms Project or any other workshop in New York or outside of NY are applicable. Note: The PD fund can NOT be used towards the 3 certification workshops e.g. DASA.

Good luck!

QUESTIONS?
Please contact OTE at: ote@tc.edu or at 212.678.8219