PROFESSIONAL GROWTH FUND
FOR COOPERATING TEACHERS

Applications will be accepted
Spring: Jan. 18– May 9, 2017

Description of Program
Cooperating teachers are welcome to apply for funding which can be used toward reimbursement for workshop and conference registration fees for up to $300.

Eligibility Requirements
Be a current cooperating teacher hosting a student teacher from 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/8LbuJzTgLe6kvqQ2

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

Terms of Funding
A maximum of $300 will be approved per cooperating teacher on a first-come, first-serve basis. The workshop must be related to the cooperating 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 Office of Teacher Education ex. DASA, or any other workshop in New York or outside of NY are applicable.

Good luck!

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