



P3A

PROFESSIONAL DEVELOPMENT FUND

P3A members can apply for up to \$5000 per fiscal year to attend a professional development conference or training!

- The P3A Professional Development Reimbursement application is available on the CSEA website at www.csea-ct.com.
- Professional development funds are available for in-state and out-of-state professional development conferences and events.
- The reimbursement applications are reviewed on a first come first serve basis.
- The professional development committee will meet monthly to review applications.
- Employees are responsible for **all upfront costs** in advance of the conference or training. Employees will be reimbursed for all approved expenses after returning from travel. **Note** that reimbursement can take several weeks.
- Employees must submit a completed application at least six (6) weeks prior to the start of the professional development conference date to meet the deadlines associated with submitting state travel forms.
- In order to be reimbursed, employees must submit additional required travel forms upon receiving approval of their application from the PD committee. These forms must be submitted to travel at least 6 weeks prior to your conference.
- Submit applications to P3AProfessionalDevelopment.SDE@ct.gov

Professional Development Committee Members

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