



Classified Professional Growth Stipend Application

POUDRE SCHOOL DISTRICT

Today's Date:

(mm/dd/yy)

Employee's Name:

*Employee ID#:

*Hire Date:

(mm/dd/yy)

Current Position:

Work Location:

Daytime Phone Number:

All supporting course work documentation such as Class/Training Verification forms, transcripts, certificates, agendas, etc., MUST be attached to this request.
Submit completed application, with all supporting course work documentation, to the ACE Office.
☐ *If you are a current ACE member, please check this box for one (1) additional hour of credit.*

Course/Training Sessions Title (e.g., "Successfully Supervising People," etc.)	Place Course/Training Taken (e.g., PHS, CSU, FRCC, etc.)	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	# of Course/ Training Hours Completed

— For Office Use Only —

Hours Submitted:

Previous Carryover Hours:

Hours Denied: (explanation required)

Total Hours Approved:

Hours To Be Paid:

Hours to Carry Over:

Explanation for # Hours Denied: (required)

A gross Classified Professional Growth stipend of \$400 will be paid on your paycheck.

ACE Approval Signature

Date

* Employee ID and hire date can be located on your Leave and Earnings statement.



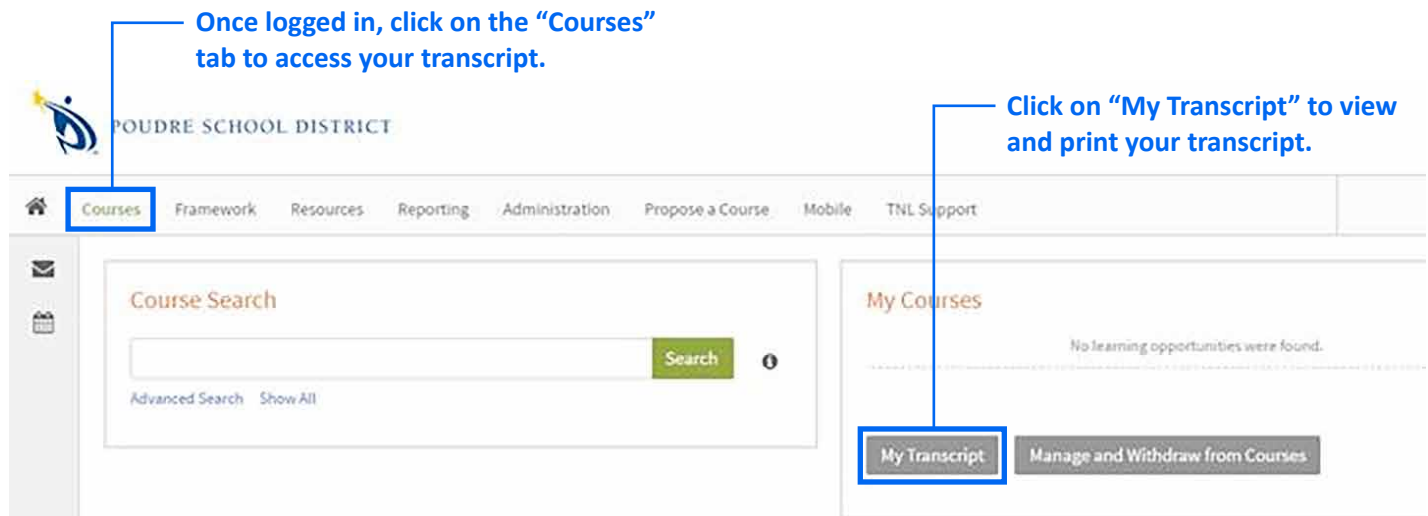
Association of Classified Employees
720 Boltz Drive
Fort Collins, CO 80525
970-490-3533

Classified Professional Growth Stipend Application Check List

Have you included:

Completed Application Form (please print on white paper, not colored paper)

For PSD Training: Your PSD transcript from our PD Online Catalog.



For external training:

Certificate of completion or official transcripts verifying attendance and number of hours

Signed [PSD Course/Training Verification Form](#) where necessary - please see [PSD Classified Professional Growth Program Guidelines](#) (both documents can be found in the ACE folder in the Document Library)

For conferences: Agenda and proof of registration plus certificates (if available)

For Webinars: Certificate of completion verifying a passing status and number of hours awarded

NOTE: Handouts will not be accepted as proof of attendance.