**Diocese of Allentown & Diocese of Scranton**

**Title IIA Process - Instructions**

*\*Note the items hi-lighted have been added to the instructions for 2019-2020\**

1. A **Pre-Approval** **Form** must be completed and submitted to your school principal **prior to the event.** Your school principal will forward to Diocesan Official for approval. The Diocesan Official will forward approved form to Todd VanNortwick/Paige Maitland at CIU 20.
2. Once you have attended the event, a **Post-Conference/Event Form** (with required back-up docs)must be completed and submitted to your school principal for approval. Your principal will forward the approved form to the Diocesan Official for approval. The Diocesan Official will forward the approved form to Todd VanNortwick/Paige Maitland at CIU 20. Once the approved Post-Conference/Event Form is received in our office, payment will be processed accordingly. The name and address of the school or individual that paid for the event should go on the Post-Conference/Event Form.

Schools or individuals requesting professional development outside of the online systems listed below will be required to pay for the event and will be reimbursed (*if event qualifies for Title IIA*) at a later date. ***For example***, if a school/individual registers for an event in CPE Tracker or for an event such as a conference, they would be responsible for paying for the event in advance and will be reimbursed only after submitting an approved Post- Conference/Event Form. **A pre-approval form is required before any training takes place**.

**Please do not submit forms without the following back-up data**

* Proof of attendance
* Proof of payment

**LINKS TO REQUEST A TRAINING:**

[Curriculum Professional Development Requests - 2019-2020 School Year](https://docs.google.com/forms/d/e/1FAIpQLSdsg8pZegd6TX20OvpmW2Q31Y-hJEbp-0_rTjYKKC-PSuQl_w/viewform?usp=sf_link)

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# Educational Technology Professional Development Requests: [Nonpublic](https://docs.google.com/forms/d/1bgElZQtj0KwCeQbijldo29r5NbcwSXJg2JQDS5pr5lw/viewform?edit_requested=true)

If you are requesting a training through the above links, a pre-approval form is **required** once you receive a quote and the training has been scheduled. The pre-approval form must be received in our office before the training/event takes place.