

## Professional Development Reimbursement Policy

**Issue Date: 7-12-07 Updated: 11/7/08, 2/28/09, 6/3/10, 7/26/11, 8/28/14**

**Effective Date: 8/28/14 Expiration Date: 7/30/2014**

**Subject:** Provider Reimbursement for Conference Registration, and/or Successful Face-to-face Training, and/or On-Line Training, and/or Professional Organization Membership Fees

**Background:** A request by the ELCMC Program/VPK Committee was made on 6/4/07, to designate funds in the ELCMC Quality Budget for reimbursing early childhood professionals. ELCMC Board approved concept and budget on 6/28/07 for fiscal year 2007-08. Coalition results from FY 2007-08 Provider Satisfaction Survey showed a request from providers for additional training and funding opportunities. Based on continued requests for funding by early childhood professionals, the Board has continued to fund this line item every fiscal year since inception. On 8/12/14 the Executive Committee approved the funding increase for one fiscal year. This policy will be brought in front of the Committee annually for review to determine the appropriate level of reimbursement annually.

**Policy:** Allow Marion County early childhood professionals to request reimbursement of registration/membership fees only, up to \$300 per fiscal year for attendance, membership and/or satisfactory completion of any of the following:

- Early Childhood Conferences in the State of Florida
- Instructor-lead Training Courses conducted by an entity listed on the “ELCMC Approved Training Facilities List”.
- On-line Training Courses offered through an entity listed on the “ELCMC Approved Training Facilities List” or through The Children’s Forum or the Department of Children and Families (DCF)
- Early Childhood Conferences outside of the State of Florida with prior written approval from ELCMC Staff. **Written approval must be obtained by the participant from ELCMC Staff a minimum of 30 days in advance of the training date(s).**
- 50% reimbursement of Annual Membership fees in an approved Early Childhood Professional Organization. See ELCMC Professional Organizations List for approved organizations.

Early childhood professionals in Marion County are eligible for reimbursement of any combination of the above quality enhancement activities during each fiscal year as



[www.elc-marion.org](http://www.elc-marion.org)

2300 SW 17<sup>th</sup> Road, Ocala, FL 34471

Phone (352)369-2315  
Fax (352) 369-2475

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funding allows for a maximum combined reimbursement of \$300. Early childhood professionals applying for reimbursement must attest that they have not received a scholarship and/or any other reimbursement from any other entity for classes/conferences/memberships listed on reimbursement request. This attestation is located on the Reimbursement Request Application.

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UPDATED: July 24, 2014

