

**PSE Professional Development  
Checklist to receive up to \$300 for  
Professional Development**

**Attend Professional Development Activity (beyond normal contract hours)**

**The Deadline to submit a Form 78 is June 30<sup>th</sup>.**  
**Funding is limited and on a first-come, first served basis.**

- ☐ **Obtain Proof of attendance – any of the following showing dates and hours:**
  - ✓ Certificate of Attendance
  - ✓ Conference Brochure
  - ✓ Clock Hour Forms
  - ✓ Instructor's Statement/Signature
  - ✓ Transcript
  - ✓ Administrators Statement/Signature
  - ✓ Any other form of proof of attendance
  
- ☐ **Complete Form 78**
  - ✓ Complete Name and Building on the form.
  - ✓ Check regular rate of pay.
  - ✓ Complete the date of the course, description, and total cost.  
(\$300 maximum – members will be notified if there are additional funds available).
  - ✓ In the Account Code Area – **Mark PSE Professional Development**
  - ✓ Sign and Date the form on the line for "Employees Signature."
  
- ☐ **Please attach your proof of attendance to the Form 78.**
  
- ☐ **Mail these forms to Jacque Meddles, MWMS.  
(PLEASE DO NOT SEND THEM DIRECTLY TO PAYROLL OR TO PERSONNEL).**
  - ✓ You will be notified if there are any questions or if additional documentation is needed, or if funds are no longer available.
  - ✓ Funds will be paid on your regular paycheck.

**All Form 78s will be reviewed prior to forwarding to Payroll.**

If you have any questions on PSE Professional Development, please contact:  
Tracy Hopkins at OH or Jacque Meddles, MWMS at 874-6170