



**NATIONAL PROFESSIONAL DEVELOPMENT REQUEST - 21<sup>ST</sup> CCLC (Title IV, Part B) ONLY**

**INSTRUCTIONS**

This form must be completed and submitted for DESE review and prior approval of any national professional development in which 21<sup>st</sup> CCLC grant funds will support associated costs. Attendees must have DESE prior approval in order to request payment for costs associated with national professional development. All expenditures must be reasonable, necessary, and appropriate to grant award.

DISTRICT/ORGANIZATION NAME

CONTACT PERSON

COHORT NUMBER

GRANT YEAR

1 2 3 4 5

PHONE NUMBER

EXT.

EMAIL

**PROFESSIONAL DEVELOPMENT INFORMATION**

NAME OF PROFESSIONAL DEVELOPMENT

WEBSITE

LOCATION

DATES

Please explain how this professional development opportunity enhances your program operation:

**FIRST PERSON REQUESTING TO ATTEND**

NAME

TITLE

RELATION TO PROGRAM

EMAIL

**ADDITIONAL 21<sup>ST</sup> CCLC STAFF REQUESTING PERMISSION TO ATTEND**

NAME

TITLE

RELATION TO PROGRAM

EMAIL

NAME

TITLE

RELATION TO PROGRAM

EMAIL

Please explain why it is necessary for more than one person to attend.

SIGNATURE OF CONTACT PERSON

DATE

AUTHORIZED SIGNATURE

DATE

**FOR OFFICE USE ONLY (DO NOT COMPLETE BELOW THIS LINE)**

DESE SIGNATURE OF APPROVAL

DATE

**PLEASE EMAIL TO:**

[Afterschool@dese.mo.gov](mailto:Afterschool@dese.mo.gov)

For questions, please call (573) 526-3961.

DESE NOTES, IF APPLICABLE

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## NATIONAL PROFESSIONAL DEVELOPMENT REQUEST

Professional development is an essential component to high quality before and after school programs. As part of your grant requirement, you are required to participate in professional development opportunities. A list of professional development opportunities are updated and maintained on the [DESE Portal for Afterschool Programs](#). National professional development opportunities are optional, not required. The Afterschool Portal provides a list of trainings; however, it is not all-inclusive and you may request permission to attend other national professional development not listed there.

Only for 21<sup>st</sup> CCLC grantees:

- Up to three people may request permission to attend per entity (regardless of the number of grants awarded to one entity). Approval of multiple staff members attending depend on the size of program, the size of the professional development, and appropriate relation of person to program operation.
- May use grant money to attend only one national professional development opportunity per grant year, pending prior approval of DESE.
- DESE expects that those approved to attend will attend the approved professional development during scheduled times and will therefore be able to share information with applicable program staff not attending. DESE may ask for verification of attendance.

DESE will review and email back your approval/denial status.