

## Diocese of Allentown & Diocese of Scranton

### Title IIA Process - Instructions

1. A **Pre-Approval Form** must be completed and submitted to the school principal **prior to the event**. The school principal will forward it to Diocesan Official for approval. The Diocesan Official will forward the approved form to Todd VanNortwick/Paige Maitland at CIU 20.
2. Once an individual has attended the event, a **Post-Conference/Event Form** (with required back-up docs) must be completed and submitted to the school principal for approval. The 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 individual/school that paid for the event should go on the Post-Conference/Event Form.
3. If the school is requesting a vendor to provide professional development to their school and would like to have the vendor paid directly once the professional development is completed, a vendor invoice and W-9 **must be** included with the Post Event Form.

Individuals requesting professional development outside of the online systems listed below will be required to pay for the event and will be reimbursed (*if the event qualifies for Title IIA*) at a later date. **For example**, individuals who register 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 Post Event forms without the following back-up data**

- Proof of attendance (*sign-in sheet or typed list of attendees with principal signature*)
- Proof of payment (*reimbursing individual/school that paid for event*)
- Vendor invoice & W-9 (*Applies only when paying vendor directly for PD provided to school*)

#### **LINKS TO REQUEST A TRAINING:**

[Curriculum Professional Development Requests - 2021-2022 School Year](#)

[Educational Technology Professional Development Requests: Nonpublic](#)

If you are requesting 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.

The preapproval and post event form can also be found on the following website: [adeducators.org](http://adeducators.org). Click on Resources, then government programs, then Title II-A on the left, and it brings you to all the IU applications. Please replace any old forms that you might have. Thanks!