



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

September 2007	<b>CATEGORIES FOR EMPLOYEE TRAINING</b>	IX-J
----------------	---	------

TYPE OF TRAINING	TRAINING FEE TO PARTICIPANTS	WHO PAYS INSTRUCTOR?	FACILITIES, SUPPLIES, and PROMOTION EXPENSES	PAID ATTENDANCE	USE OF PROFESSIONAL DEVELOPMENT FUNDS <i>(if applicable)</i>
<u><i>Category I</i></u> Endorsed Training	None	District pays instructor at appropriate rate	District provides facilities, supplies, and promotes through interschool mail	District provides pay or release time for attendee	NA
<u><i>Category II</i></u> Optional: Free Training	None	District pays instructors at appropriate rate	District provides facilities, supplies, and promotes through interschool mail	NO	NA
<u><i>Category III</i></u>	YES Course fee is determined by totaling expenses. Course offered at break even or more. Funds in excess of expenses are deposited to GF. Fee is paid to the District.	District pays instructors at appropriate rate	District provides facilities, supplies, and promotes through interschool mail	NO	Professional Development Funds may be used by attendees to pay training fee if guidelines are met
<u><i>Category IV</i></u> Outside Training Opportunities	Attendees directly pay outside vendors. If District has associated costs, all borne by contracting organization.	Vendor pays instructors at predetermined rate	If District facilities, supplies, and/or promotions used, all reimbursed to District by vendor	NO	Professional Development Funds may be used by attendees to pay training fee if guidelines are met