

## **Most Frequently Asked Questions (FAQs) about taking courses and workshops**

1. Is there money available for me to take a course or attend a workshop?

Yes. the amount you may request is \$4098.00 for the 2019-2020 school year. This is based on a full time position. If you work part-time, the amount available to you is prorated.

2. What do I have to do to access the funds?

### **Prior to the Course or Workshop**

- Choose an appropriate activity
- Completely fill out Part 1 of the Activity Approval/Verification Form
- Complete a LSB Reimbursement Request or an Advanced Payment Application (voucher). See attached for more specifics on the use of vouchers.
- Submit the completed forms to your LSB Building Representative

### **Upon completion of the activity**

- Completely fill out Part II (Verification) of the Activity/Verification Form
- Submit Part II to our LSB Building Representative with:
  - Documentation of completion of the activity (grade report or certificate of completion)
  - Proof of payment (Copy of check, credit card statement)
  - The Activity/Verification Form

3. Be sure that:

- You keep a copy of all submitted paperwork
- That you obtain enough credits/hours to renew your license