



# MEMBER BENEFIT

ACTEM has funding available for Individual members to assist with the cost of professional development activities through our PD Reimbursement Program.

## ACTEM's PD Reimbursement Program

One of the benefits of being an **ACTEM individual member**, is the ability to access funds through our Professional Development Reimbursement program. In accordance with ACTEM's mission to enhance and influence education in Maine through the use of technology, individual ACTEM members, who have held membership for at least 180 days, are invited to apply for assistance in the form of reimbursement on qualifying technology professional development opportunities.

## What professional development activities qualify?

The training may be in the form of a conference, workshop, a one or more days seminar, university course, online course or combination thereof. ACTEM will reimburse individuals for course and registration fees associated with the professional development activity. Course materials, lab fees, travel, hotel, meals and other similar costs will not be reimbursed. Reimbursement is limited to one approved activity per ACTEM membership year. The intent of the PD reimbursement program is to pay for activities that your district is not able to support.

**PLEASE NOTE:** Any ACTEM sponsored professional development is not eligible for PD reimbursement (ACTEM conferences or ACTEM sponsored workshops).

## How much funding is available to me?

- **Maine Educators** with current **INDIVIDUAL ACTEM memberships** are invited to apply for up to **\$400 per year** for professional development reimbursement.
- **Your membership must be CURRENT** when submitting your application.
- New ACTEM members must hold an individual membership for at least 180-days prior to the start of the professional development activity to be eligible for the reimbursement benefit.

## How do I apply?

1. Complete an online application at this link **BEFORE** your PD activity begins:  
<http://www.actem.org/Online-PD-Application-Form>
2. Your application must be **received and approved prior to the start date** of the professional-development activity.
3. You will need to pay for your PD activity upfront with personal funds. ACTEM does not reimburse districts through this program.
4. Complete your PD activity.
5. Submit proof of completion and personal payment to Dennis Kunces, ACTEM PD Administrator at [dennis.kunces@gmail.com](mailto:dennis.kunces@gmail.com)
6. Reimbursement payments are generally processed within a few days after submitting your completion and payment documents.