**Applying for Professional Development Funds**

Many districts are happy to support external professional development activities for assistant principals. This guide is a WIP (work in progress) as the requirements among districts varies greatly.

**How does applying for district funds work?**

We understand that the application for funding may take time, so there are two options.

If you apply for and secure funding prior to the deadline for application, then simply choose the Pro Annual Membership option and make a one-time payment of $1150.

If you will not be able to make the payment in time, choose District Pending membership. The cost is $49 a month (the basic membership price) but you will have Pro access for the first three months pending district payment. We will refund up to three months of the $49 membership upon request.

If you are unable to secure district funding, you may maintain a basic membership at $49/month, upgrade to $109/month, or discontinue your membership.

**Other payment information**

Individuals will pay through the [website](https://app.heartbeat.chat/theassistantprincipal/invitation?code=B83784), which uses Stripe to process multiple forms of payment. Districts may also use stripe or issue a check for $1150 to:

Strategic Leadership Consulting, LLC

EIN: 83-3116670

PO Box 1293

Cullowhee, NC 28723

**Professional Development Hours**

Most states require some form of recertification credits. Below are the estimated actual hours of *monthly* activity based on specific categories. This is an estimate and each participant’s actual time will vary. We will be happy to sign off on hourly credits if that is required.

|  |  |  |
| --- | --- | --- |
| **Element** | **Basic** | **Pro** |
| Working within the community | 2 | 2 |
| Applying learning | 2 | 2 |
| Videos and additional content | 2 | 2 |
| Webinars | 0 | 1 |
| Group coaching | 0 | 1 |
| Total hrs/month: | 6 | 8 |

**Inquiry for District Funds Template**

xxxx,

I would like to apply for professional development funds to cover the cost of an annual membership to the Assistant Principal Exceleration Community (APEx). The goal of the community is to accelerate AP growth, especially instructional leadership skills.

APEx is a community designed for assistant principals as well as instructional coaches and other members of instructional leadership teams. APEx blends community support and participation with structured professional development in response to participants’ needs.

I will participate monthly in events including group coaching, webinars, and small group focus areas. Participation in APEx should help me:

* Improve instructional leadership skills
* Increase teacher effectiveness
* Increase teacher retention
* Decrease student discipline referrals
* Develop strategic thinking
* Become more intentional about my decisions
* Gain insights and resources from other school leaders

The estimated professional development hours are eight hours per month.

APEx is run by Strategic Leadership Consulting, LLC. The founder, Dr. Frederick Buskey, is a former district level leader, National Board Certified Teacher, with experience designing leading, and teaching in principal licensure programs on North and South Carolina.

The informational website is <https://www.frederickbuskey.com/apex.html>