



**A Professional Development Project sponsored by
Adirondack Teacher Center**

Strengthening Our Learning Community

Application
for
Professional Development

“Strengthening Our Learning Community”

What is it?

Any educator from the Adirondack Teacher Center catchment area may participate in this program that will support their efforts to further their own professional development, related to the NYS Learning Standards. Successful applicants will be able to participate in a professional development opportunity or coursework relevant to their field. Training funds may pay for registration, lodging, and travel expenses (to a maximum of \$1,000). This funding is to help supplement funding available through individual districts. Groups of 3 or more preferred over single applicants.

Guidelines

1. Acceptance of a training award implies that the recipient accepts responsibility for completion of the training/course work and a related project, including a final summary and budget report.
2. By accepting the award you are agreeing to:
 - Provide a 1 hour presentation drawn from knowledge and skills gained as a result of the training/course work to members of the ATC community (typically teachers in your district but could be anyone in the consortium) within six months of completion of the activity. Documentation of training required. An attendance sheet with date, time, and participants is required.
 - Provide a final report /evidence of course completion of your experience to the Adirondack Teacher Center Policy Board by the required deadline date.
3. **All** Project Support applications will be reviewed and awarded by the Policy Board. Applicants will receive an email & letter of acknowledgment indicating status of award for that proposal. Decisions of the Review Committee, composed of the Policy Board members are final.
4. Complete applications (see checklist) will be reviewed monthly during the school calendar year. ***No applications will be reviewed from June 17th until September 19th, so plan accordingly for summer enrollment. Applications must be received 37 days prior to the registration date.***
5. Only one award per school for the same workshop shall be funded.
6. A total of 5 awards will be given for the 25-26 fiscal year, which begins July 1. It is possible that more projects may be funded as the year progresses.
7. Award winners will be notified by email with an official hard copy letter to follow.
8. The “sharing of your newly gained knowledge with peers” requirements of the project must be completed by June 17th.
9. ***Any reimbursables must be submitted by May 20, 2026.***

Strengthening Our Learning Community: A Professional Training Program

What is the purpose of this program?

The Adirondack Teacher Center is sponsoring a program to support teachers' efforts to further their own professional development, and/or course work related to the NYS Learning Standards. Successful applicants will be able to participate in a staff development activity/course work of their choice that may expand their teaching strategies. These strategies will be shared with their district and the ATC as described in the guidelines. All conferences and course work must directly relate to the improvement of teaching strategies that will enhance student learning

Who can apply?

Any school district professional employed in the Adirondack Teacher Center catchment area may apply for training.

How much support is available and what are the timelines?

Conference applications must be received at the Teacher Center Office 30 days prior to the registration deadline. Professional training will be supported up to \$1,000. Announcements of the awards will be made following application review.

Who evaluates the applications?

The Adirondack Teacher Center Policy Board will review **all** applications submitted for each round of applications. Applications must meet deadlines as described on the chart. The rubric included with this application will be used.

What characteristics mark a good proposal? (Also see attached Rubric)

The evaluation of each proposal focuses on the following characteristics: 1) the application to Professional Development Standards; 2) the potential impact on student learning related to the NYS Learning Standards; 3) the clarity and cohesion of the proposal; 4) the accuracy, organization and realism of the proposed budget, and; 5) the submission of all required information and signatures.

Professional Development Activities may include but are not limited to:

- Conferences in New York State. (In person out of State conferences are highly discouraged as NYS Grant Funds should be spent within our State.)
- Online courses
- Non-credit bearing college courses
- Distance Learning courses
- Video/Audio trainings
- Regional training opportunities

Have Questions?Need Assistance?

Contact the Teacher Center Office

cbaker@adktc.org or ksmith@adktc.org

Strengthening Our Learning Community

Application Form

Submit a minimum of 30 days prior to the registration deadline to the Adirondack Teacher Center. Send original to Franklin Academy High School, Room 163, 42 Husky Lane, Malone 12953, and email a copy to cbaker@adktc.org or ksmith@adktc.org

Applicants Name: _____ Phone#: _____

school email : _____

School District: _____

School Building and grade level(s) _____

Event/Course/Training you are applying for:

Date(s) of Event/Course/Training: _____

Are you willing to report to the ATC Policy Board **or** to your colleagues on what you learn through this SOLC? _____ Proposed date for the presentation _____.

Applicant Signature: _____ date : _____

Superintendent's Signature: _____ date : _____

PLEASE ATTACH ANSWERS TO THE FOLLOWING QUESTIONS

1. A description of the professional development/course work activity in your own words and why you have chosen it.
2. Personal goals for professional growth. (How will this activity enrich your teaching performance?), (How will you share your new knowledge with other district professionals?)
3. Relationship to Professional Development Standards (Select one or more relevant standards--see list below)
Does the activity address:
 - * Content Knowledge aligned with NYS P-12 Learning Standards
 - * Pedagogical Preparation
 - * Instructional Delivery
 - * Classroom Management Skills
 - * Knowledge of Student Development and how to adjust instruction to meet student learning needs
 - * Student Assessment
 - * Collaborative Relationships
 - * Reflective and Responsive Practice
4. Relationship to NYS Learning Standards
5. How will this impact student achievement (be as specific as possible)?
6. Submission of literature associated with training activity and or course description is required.

Project Budget - Outline the expenditure for implementation of this project.

Expense	Unit Cost	Total Cost
A. Transportation (Please use the mileage rate that your school district has set)		
NA for course work		
B. Registration Fees		
Registration form must be included.		
C. Lodging		
NA for course work		
D. Meals not included in registration fees		
NA for course work		
E. Other Expenses (itemize)		
ATC will not pay for course work materials		
F. Total Expenditures (not to exceed \$1,000)		
G. In-kind contributions (from district or other sources)		

Justification: Explain and justify all budget items. (Use additional pages if necessary). Attach course description and requirements.

Before Sending this Application Please check to see if you have:

Included a copy of all the literature associated with training

- * The description of the activity (also mentioned in justification)
- * The registration information (price, place, etc)

Completely answered Questions 1-6 on the application form, the timeline, and the budget page with justification.

Signed form

Obtained your superintendent's signature

Submitted the completed application at least 30 days prior to the registration deadline

- The original application must be mailed or sent by courier to:

**Adirondack Teacher Center
Franklin Academy High School, Room 163
42 Husky Lane
Malone, NY 12953**

AND emailed to cbaker@adktc.org or ksmith@adktc.org

Strengthening Our Learning Community Application Rubric

Characteristics	1	2	3
<i>Application to Professional Development Standards</i>	No personal reference to Professional Development Standards.	Professional Development Standards are stated but not related to personal situation.	Professional Development goals are clearly stated and tied to related Professional Development Standards.
<i>Application to NYS Common Core Learning Standards</i>	No relationship to learning standards	NYS Learning Standards are stated but not related to training or project.	NYS Learning Standards are clearly related to training and project.
<i>Clearly detailed information on how learned information will be shared with district staff</i>	Little or no information about sharing information	Brief description on how information will be disseminated to staff	Detailed description of how turnkey training will be accomplished.
<i>Potential Impact on Student Learning</i>	No example of student impact included.	Vague reference to impact on students.	Specific examples of potential impact on student performance are stated.
<i>Clarity and Cohesion of the Proposal</i>	Proposal narrative is vague and incomplete.	Proposal appears to be a worthy endeavor, but is not clearly outlined in the narrative.	Narrative reflects professional standards in presentation. Application is easy to read and understand.
<i>Accuracy, Organization, and Realism of the Proposed Budget</i>	No budget is included.	Worksheet is over budget, inaccurate, and/or inappropriate.	Budget worksheet is accurately completed, appropriate for training needs, and is within the project limits.
<i>Submission of All Required Information and Signatures</i>	Information and signatures incomplete or missing.	Some necessary documentation is missing.	All documentation is included with the proposal narrative and required signatures. Checklist is complete.

approved or Denied on _____
Date

Signature of ATC Chairperson