



# Building Local Capacity- Appendix A

## Curriculum and Instruction

APPENDIX A - CoSer 507

### Request for Service: Professional Development Consultant

Please complete all information on this form and return to us **6 weeks prior** to the date of requested professional development consultant. Should there be any change to this request, kindly notify this office immediately since district billing will be affected. **A 15% administration fee will be applied at billing.** BLC's that are processed and not utilized will be assessed a \$250 fee.

*School District* requests that Nassau BOCES arrange for the following in-district professional development:

\_\_\_\_\_

\_\_\_\_\_

**Date(s):** \_\_\_\_\_ **through** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**Name of Consultant:** \_\_\_\_\_

**Name of Corporation (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Check one:** Fee per hour    Fee Per day    \$ \_\_\_\_\_ **Number of days/hours:** \_\_\_\_\_

**Total amount to be received by consultant (including expenses):** \$ \_\_\_\_\_

*I certify that the above named person will perform the services described above.*

\_\_\_\_\_

\_\_\_\_\_  
*Signature of School Superintendent or Business Official*

\_\_\_\_\_  
*Date*

District Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

District Contact email: \_\_\_\_\_

**\*CONSULTANTS CANNOT BEGIN WORK FOR A DISTRICT UNLESS THEY HAVE RECEIVED A PURCHASE ORDER FROM NASSAU BOCES.**

Once the consultant has provided services and submitted their invoice, please sign and forward the invoice to Nassau BOCES.

If substitute teachers will be required for this program, the cost of the substitutes is aidable. Please complete a ***Substitute Reimbursement Form***. If teachers will be receiving stipends, (e.g., for professional development or curriculum writing) this cost is also aidable. Please complete a ***Stipend Reimbursement Form***.

**Please Note:** Districts are responsible for ensuring that the above consultant is an approved Continuing Teacher and Leader Education (CTLE) provider and for reporting CTLE activities completed by their employees. Districts will also be expected to provide a certificate of completion to those who participate in this activity and maintain a record of attendance for eight years.

Email completed form to [litchell@nasboces.org](mailto:litchell@nasboces.org) or Fax to: 516-396-2040

\*A 15% administration fee will be applied at billing