CITY OF PORTLAND PROFESSIONAL EMPLOYEES ASSOCIATION COPPEA Professional Development Fund (CPDF)

Checklist

Request for Funding

	Complete the CPDF Request for Funding form. Include documentation to support how the funds will benefit you with regards to your professional development as described in Article 23. Also include information about the request that shows what it is, and lists costs and timelines to complete approved training or attendance at seminars or conferences.
	Supervisor approval is required on the Request for Funding application if the training is scheduled during the employee's normal work shift.
	Send the completed request, with signature(s) and supporting documentation as appropriate, to BHR. Please use the email address indicated on the form: coppeaprofdevfund@portlandoregon.gov and keep a copy of the submittal for your records.
	The CPDF Committee will notify you of its decision within approximately two weeks following receipt of your complete request.
	If your request is approved, a <i>Request for Reimbursement</i> form will be sent to you.
Request for Reimbursement	
	Register and pay for the approved materials, seminar, training, or course.
	You are responsible to obtain a copy of proof of attendance at the seminar or conference, or proof of completing the class with a passing grade. If not submitted with your reimbursement request, proof of attendance must be submitted upon completion of the approved seminar, training, or course.
	Submit all receipts, any additional documentation requirements and the signed Request for Reimbursement form to BHR, as indicated on the form. Keep a copy of the submittal for your records.
	Reimbursements are paid through the City's payroll system and may take up to 6 weeks to be processed.
	Questions? Please contact one of the CPDF Committee members below:
	Marquis Fudge – Marquis.Fudge@portlandoregon.gov John Wilson – John.Wilson@portlandoregon.gov Darren Kipper – Darren.Kipper@portlandoregon.gov Nicole Hittle – Nicole.Hittle@portlandoregon.gov
	Or, you may contact Rachel Whiteside – Rachel Whiteside@portlandoregon.gov (503) 823-

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