

**Training Stipend Request Forms**  
***Paraprofessional and Professional Technical Hourly Staff***

*\*As you are putting together your packet to request a training incentive stipend, please check that your packet includes the following:*

- Of the 36 hours, no more than ten (10) hours may be for personal wellness activities related to fitness, exercise, or diet.
- A transcript from **Better and Better** highlighting the courses you are submitting. The transcript will include the name of the workshop/class, date of attendance, and the training hours issued.

*-or-*

- A certificate or letter from the instructor indicating the date, name of the class, and hours of attendance.
- If a certificate is not issued, an agenda or registration form is acceptable only if the following criteria are met:
  - The agenda/registration form **must include:**
    - a. **NAME** of class/workshop
    - b. **DATE** of class/workshop
    - c. **HOURS** to be received
    - d. The **SIGNATURE** OF YOUR SUPERVISOR ON THE AGENDA/REGISTRATION FORM

*\*Please print your transcript from **Better and Better** and highlight the sessions you are submitting. Individual certificates are not required.*

*Please double check to see that you included your transcript or proper verification for each workshop/class. **If materials are missing, your packet will be returned to you in the school mail.***

*\*If you intend to use partial hours from a class/workshop, please indicate on the transcript and **coversheet** how many hours you intend to use for this training stipend packet and how many hours will be carried over for possible future use.*

*\*\*If you are using carry-over hours from a previous training packet, **it is your responsibility to include the copy of the cover page and certificate indicating these carry-over hours from a previous training packet.***

*The employee and supervisor/principal must sign the cover page of the training incentive request.*

**KEEP A COPY OF ALL FORMS YOU SEND TO THE DISTRICT OFFICE.**

*If you have any questions, please call me. I will be happy to assist you.*

***Thank you for your dedication to learning...and for the children you touch each day!***

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