

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. 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 _____	
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 piannacone@nasboces.org or Fax to: 516-396-2040

***A 18% administration fee will be applied at billing for Nassau BOCES Component Districts**

***A 23% administration fee will be applied at billing for non-Nassau BOCES Component Districts**

Robert E. Lupinskie Center for Curriculum, Instruction and Technology

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Access Forms at <http://www.nassauboces.org/cit/form>



CENTER FOR PROFESSIONAL DEVELOPMENT

Steps in the Building Local Capacity (BLC) Process

The Building Local Capacity (BLC) process allows school districts to bring in consultants to provide professional development for teachers and administrators. By working with Nassau BOCES, districts are able to receive state aid for the professional development.

Step 1: Once you have found a consultant who meets your professional development needs, negotiate with the consultant to determine an agreed upon daily/hourly rate, date(s) and a brief description of the work they will be doing with the teachers.

Step 2: District completes the BLC form including the information from Step 1 and returns it to Nassau BOCES (Danielle Smith, dsmith3@nasboces.org).

Step 3: Nassau BOCES will send the consultant a consultant contract for signature. Once the signed contract is received, it will be placed on the Nassau BOCES Board agenda for approval. Please note that work in the district cannot be started until the consultant contract is approved by the Board. *Please see attached Board Meeting dates and deadlines for placement on the Board agenda.*

Step 4: Once the professional development is completed, the consultant will send an invoice to the district for signature. The district will send the signed invoice to Angela Dunphy, adunphy@nasboces.org. Payment will be processed by Nassau BOCES and sent to consultant.
