

**Sample Coding for Instructional Staff Training**

**Definition:** *Activities associated with the professional development and training of instructional personnel, student support personnel and school administrators. These include activities such as in-service training (including teacher mentors and in-service coordinators/staff development chairs), workshops, conferences, demonstrations, courses for college credit (tuition reimbursement) and other activities (such as teacher certification committees) related to the ongoing growth and development of instructional personnel. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should also be included in this code. All costs should be charged to this code regardless of whether training services are provided internally or purchased from external vendors.*

	Fund	Program	Function	Object	Cost Center	Description
Elementary K-8	1000	0000	2213	1040	950	Director of Professional Development salary
	1000	0000	2213	2040	950	Director of Professional Development benefits, excluding retirement/tuition
	1000	0000	2213	2340	950	Director retirement
	1000	0000	2213	2540	950	Director tuition
	1000	0000	2213	1180	950	Secretary, Office of Professional Development
	1000	0000	2213	2080	950	Secretary, Office of Professional Development benefits, excluding retirement/tuition
	1000	0000	2213	2380	950	Secretary retirement
	1000	0000	2213	2580	950	Secretary tuition
	1000	0000	2213	1230	950	Substitute salaries
	1000	0000	2213	2030	950	Substitute benefits
	1000	0000	2213	1500	950	Stipends
	1000	0000	2213	2000	950	Stipend benefits, excluding retirement
	1000	0000	2213	2300	950	Stipend retirement
	1000	0000	2213	2510	950	Tuition reimbursement - teachers
	1000	0000	2213	2520	950	Tuition reimbursement - Ed Techs
	1000	0000	2213	3000	950	Purchased Professional Services
	1000	0000	2213	3300	950	Employee Training/Development
	1000	0000	2213	5000	950	Other purchased services
	1000	0000	2213	5810	950	Employee Travel for Professional Development
	1000	0000	2213	6000	950	Other Supplies (not delineated in 6000 range below)
	1000	0000	2213	6100	950	Training Supplies
	1000	0000	2213	6400	950	Books
	1000	0000	2213	8000	950	Miscellaneous
	1000	0000	2213	9000	950	Other Items
Secondary 9-12	1000	0000	2213	1040	990	Director of Professional Development salary
	1000	0000	2213	2040	990	Director of Professional Development benefits, excluding retirement/tuition
	1000	0000	2213	2340	990	Director retirement
	1000	0000	2213	2540	990	Director tuition
	1000	0000	2213	1180	990	Secretary, Office of Professional Development
	1000	0000	2213	2080	990	Secretary, Office of Professional Development benefits, excluding retirement/tuition
	1000	0000	2213	2380	990	Secretary retirement
	1000	0000	2213	2580	990	Secretary tuition
	1000	0000	2213	1200	990	Substitute salaries
	1000	0000	2213	2030	990	Substitute benefits
	1000	0000	2213	1500	990	Stipends to Department heads/teacher leaders if applicable for staff training
	1000	0000	2213	2000	990	Stipend benefits, excluding retirement
	1000	0000	2213	2300	990	Stipend retirement
	1000	0000	2213	2510	990	Tuition reimbursement - teachers
	1000	0000	2213	2520	990	Tuition reimbursement - Ed Techs
	1000	0000	2213	3000	990	Purchased Professional Services
	1000	0000	2213	3300	990	Employee Training/Development
	1000	0000	2213	5000	990	Other purchased services
	1000	0000	2213	5810	990	Employee Travel for Professional Development
	1000	0000	2213	6000	990	Other Supplies (not delineated in 6000 range below)
	1000	0000	2213	6100	990	Training Supplies
	1000	0000	2213	6400	990	Books
	1000	0000	2213	8000	990	Miscellaneous
	1000	0000	2213	9000	990	Contingency