

CTA Members:

Requesting a PIP grant from TEPS. The application can be found on MY LEARNING PLAN.

[MyLearningPlan](#)

When you log in to your MLP, you will see an option on the left menu called “Professional Improvement Program”.

The directions are all contained within the form. You **must** talk with a TEPS Committee member about your proposal/application. **Before submitting you must print your application and give it to your TEPS Committee member to verify accuracy.** Once your application is verified, hit “Submit”, which will notify the Superintendent and TEPS Chair that your application is in.

The deadline for submitting applications is **October 1**. Future deadlines are January 15th and May 15th. If you will be applying for an activity that will occur over the summer or next school year, you would apply for the May deadline.

Please refer to the contract for guidelines on what constitutes an appropriate PIP activity and who may receive one. They can be found in sections 12.05 through 12.09 on pages 21-23 of the contract.

The TEPS Committee will meet in early October to act on applications received by October 1st. Applications that are approved by the committee are then submitted to the Superintendent for his final approval.

TEPS Committee Members are:

CTA:	Elizabeth Dunne
CC:	Kim Zabel
HH:	Mary Roswell
LV:	Kathleen Brennan
SH:	Debbie Crahen
CMS:	Kathy George, Christine Hanlon
CHS:	Matt Andrews(chair), Lou Vitello
Administration:	Kristin Overholt

Your TEPS rep can answer any questions you may have, or feel free to contact me.

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