



## New York State Master Teacher Program Guidelines for External Professional Development Support

A limited amount of program funding may be available to Master Teachers who, as a group, would like to participate in professional development (PD) activities not created or sponsored by the NYSMTP.<sup>1</sup> These funds are not available every year and will be distributed via an application process. Preference will be given to applicants who have not previously received such funding through the application process.

**Eligibility:** Master Teachers must be in good standing with the NYS Master Teacher Program according to the *Master Teacher Agreement* signed upon joining the program. Master Teachers must not have already received this type of funding in the current program year (program years are from September 1-August 31).

**Timeline:** Applications will be reviewed every other month beginning on October 1 by NYS MTP staff. Subsequent deadlines will be December 1, February 1, April 1 and June 1. Applications for the annual conferences of National Council of Teachers of Mathematics and National Science Teachers Association must be received by the **February 1** deadline of that year, at the latest.

### **Guidelines:**

- The PD activity should be professional in nature and substantial in content.
- Participating in the activity should be of professional benefit to the teacher AND to the cohort.
- Preference will be given to well-written applications that outline the specific connections to current and/or future work within the cohort.
- Funds will not be paid nor reimbursed directly to individual Master Teachers; participation in external PD must be coordinated through and billed to the NYSMTP at each host campus.

**Application Format:** Master Teachers wishing to receive support for external PD activities should complete the application form available on the SUNY Learning Commons.

**Submission:** Email a PDF of your application form to your NYSMTP Site Coordinators by the deadline. NO exceptions for late applications will be made.

**Approval:** Notice of the funding decision will be provided approximately 2-3 weeks after the submission deadline. Please take this timing into consideration when choosing your submission date and leave sufficient time for coordination of attendance and billing for the chosen external PD activity, if approved.

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<sup>1</sup> NOTE: These funds may not be available in future years of the program.