



# ***Celebrating 40 Years***

## ***Anchorage Association for the Education of Young Children Early Childhood Conference***

***Through the Years...  
Celebrating Where We've Been,  
Where We Are, and  
Where We're Going!***

***40th Annual  
Early Childhood Conference  
September 29-October 1, 2022  
Hilton Anchorage Hotel***



***[www.anchorageaeyc.org](http://www.anchorageaeyc.org)***

***Conference Registration  
& Information***



## 2022 Sponsoring Partners

Anchorage AEYC Board of Directors and Conference Committee members thank the 2022 partnering conference sponsors in recognition of their generous financial support of last year's conference. Please let them know how much their support means to Alaska's children, families, communities and you as an educator.



Anchorage Association for the Education of Young Children

Anchorage Association for the Education of Young Children  
[www.anchorageaeyc.org](http://www.anchorageaeyc.org)



State of Alaska Education & Early Development  
[www.education.alaska.gov](http://www.education.alaska.gov)



State of Alaska Dept. of Health & Social Services  
<https://dhss.alaska.gov/Pages/default.aspx>



Alaska Child Care Program Office  
<https://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>



Providence Hospital  
<https://www.providence.org/about/alaska>



thread  
[www.threadalaska.org](http://www.threadalaska.org)



Kaplan Early Learning Company  
[www.kaplanco.com](http://www.kaplanco.com)

## 2022 Schedule of Events

<b>Thursday, September 29, 2022</b> <i>New Schedule!</i>	
9 a.m.—7:00 p.m.	Registration
1:30 p.m. - 3:30 p.m.	Seminar Session
3:45 p.m. -4:45 p.m.	Credit Class Welcome & Overview of Syllabus Cook Inlet Room Additional Cost
3:45 p.m. -4:45 p.m.	Continuing Education Credit Class Prince William Room \$ 79 Additional Class Fee
5:00 p.m.—8:00 p.m.	Opening Ceremony, Keynote & Social Event  <b>What We Give Them Today, They Will Keep Forever</b> Keynote by Music with Mar
<b>Friday, September 30, 2022</b>	
7:30 a.m.—5:30 p.m.	Registration
7:30 a.m.—4:30 p.m.	Visit the Exhibitors
8:00 a.m.—9:30 a.m.	General Session & Keynote: <b>The Real Truth About Sticks &amp; Stones: Boosting Our Self-Leadership Skills &amp; Recharging Our Batteries to Grow &amp; Adapt to Change</b> Michael Brandwein
9:45 a.m.-11:45 a.m.	Seminar Session
11:45 a.m.—1:15 p.m.	Lunch on Your Own
1:30 p.m. - 3:00 p.m.	Workshop Session
3:15 p.m.—4:45 p.m.	Workshop Session
5:00 p.m.-6:30 p.m.	Continuing Education Class Wrap Up
<b>Saturday, October 1, 2022</b>	
7:30 a.m.—5:30 p.m.	Registration
7:30 a.m.—4:30 p.m.	Visit the Exhibitors
8:00 a.m.—9:30 a.m.	General Session & Keynote: <b>What's Right with You?</b> Holly Elissa Bruno
9:45 a.m. -11:45 a.m.	Seminar Session
11:45 a.m.—1:15 p.m.	Lunch On Site
1:30 p.m. - 3:00 p.m.	Workshop Session
3:15 p.m.—4:45 p.m.	Workshop Session
5:00 p.m.—6:00 p.m.	Credit Class Wrap Up Session



**save money**

# NAEYC members enjoy a registration discount!

Registering early will save you money—do not wait!

ANCHORAGE AEYC CONFERENCE REGISTRATION FEES					
* The discounted rate applies to all NAEYC member levels and any NAEYC affiliate membership. Visit <a href="http://www.naeyc.org/membership">www.naeyc.org/membership</a> to learn more & join. Cancellation information—see page 8	FULL CONFERENCE			SINGLE DAY	
	AAEYC Member*	Non-member		AAEYC Member*	Non-member
Early Bird—deadline 9/5/22	\$ 265.00	\$ 375.00		\$ 135.00	200.00
Regular—After 9/6/22 & on-site	\$ 350.00	\$ 470.00		\$ 195.00	\$ 250.00
Volunteers**	\$ 135.00			Not available	
Please note that all Thursday events are included in both one day registration and full conference registration.					
** Must be Anchorage AEYC member, volunteer minimum 16 hours and attend meeting September 28th.					



Visit our  
Website to  
Register Online!  
[www.anchorageaeyc.org](http://www.anchorageaeyc.org)

## REGISTRATION & PAYMENT METHODS

Register & Pay Online at  
[www.anchorageaeyc.org](http://www.anchorageaeyc.org)

Click conference then the  
Online Registration Link.

To register for the Anchorage AEYC Annual Early Childhood Conference.

- Individuals, Group, and Volunteers registrations may register online at [www.anchorageaeyc.org](http://www.anchorageaeyc.org).
- Presenters do not need to preregister.
- Credit cards, checks and purchase orders are accepted with online registration.
- An e-mail address is required for each registrant to receive registration confirmation and a receipt.

## IT'S ABOUT MATH!

Not a member? Join and save at least \$41 or more!

### How You Can Save

**\$ 375**

Non-member  
Early Bird  
Conference Rate

\$ 69

+

\$ 265

Standard Membership

Early Bird Conference Rate

**\$ 334**

It's about math....

\$375 - \$334 = \$41

you save!



### TAKE ADVANTAGE

OF THESE  
SAVINGS BY  
JOINING  
NAEYC/AAEYC  
TODAY!

# Join Us in Celebrating **40** Years!

Through the Years...

**Celebrating Where We've Been, Where We Are, and Where We're Going!**

Thursday, September 29th  
5:00-8:00

**Everyone Welcome**

**Keynote by Music with Mar.**

**\*Free to everyone.**

5:00-6:45

**Social Hour**

*Come reconnect with colleagues, enjoy some refreshments and relax at the end of the day.*

6:00-6:15

**Anchorage AEYC Membership Meeting**

*Meet the Anchorage AEYC Board of Directors, learn how you can become involved in Anchorage AEYC and win some door prizes!*

6:45-8:00

**Keynote by Music with Mar**

**\* If you are not attending the conference we ask that you bring canned goods which will be donated to the Alaska Food Pantry**

## **What We Give Them Today, They Will Keep Forever**

There is an awesome responsibility we assume when we become early childhood professionals. What we provide in childhood are tools children will use in adulthood. Learn how to teach skills such as a healthy attitude, strong value system, communication abilities, acceptance of self and others, ability to laugh and other basic skills needed in life. Who we are going to be, our value system, our morality, is all place by the age of 6 or 7. Children will remember what we teach them, intentionally and unintentionally. Be mindful of what you do with children. If we give them the belief in their abilities, they will be able. If we remember to give children our hearts, they will use their hearts. If we give them love, they will love. Our tomorrow's will be brighter if we treat our children well today. Make the time you spend with them be valuable, enhancing them cognitively, physically and emotionally because they will keep it forever.



## Conference Highlights

# Featured Speakers

### Thursday-Friday -Saturday



#### Mar Harman

Maryann "Mar." Harman is a music educator with a Bachelor's Degree in Music and a Master's in Education, with an emphasis in Early Childhood and is certified Level 1 Orff. These degrees contribute to

her ability to write songs that are musically and educationally sound for children as well as fun and easy to use for teachers and parents. She is the founder of the internationally-enjoyed Music with Mar. Brain Research Based program, Music with Mar. International (Beijing, China) and hosted BAM! Radio Music and Learning Channel. Mar. has written songs for Dr. Becky Bailey's "I Love You Rituals", Kaplans LED Program and has won a John Lennon Songwriters Award. She completed a 12 hour certification in Diversity, Equity & Inclusion. Mar. has also done a TEDx Talk titled "Building Brains with Music". She is a sought after speaker for her knowledge, passion and entertaining delivery.

#### Mar will be presenting:

Thursday, September 29th

6:45-8:00

Keynote: What We Give Them Today,  
They Will Keep Forever

Friday, September 30th

9:45-11:45

Mindful Music

1:30-3:00

Who Say's It Can't Be Fun?

Saturday, October 1st

1:30-3:00

Music, Movement & Manipulatives

3:15-4:45

Building Brains with Music

#### Brought to you by:



Anchorage Association for the  
Education of Young Children

### Friday & Saturday



#### Holly Elissa Bruno

Holly Elissa Bruno, MA, JD, bestselling, award-winning author, and international keynoter, served as Maine's Assistant Attorney General and University of

Maine-Augusta's Academic Dean where she was selected as Outstanding Professor.

With expertise in emotionally intelligent leadership, managing legal risks, and leadership in traumatic times, her 6th book, *Happiness is running through the streets to find you: Translating trauma's harsh legacy into healing* (Exchange Press, 2020) sold out immediately.

Join Holly Elissa's Mondays (3 pm EST, 8 pm London) live streaming on trauma and recovery, via Active Childhood UK Facebook page.

To "recovering attorney" Holly Elissa, life is too short to anything but enjoy it daily.

#### Holly Elissa will be presenting:

Friday, September 30th

9:45-11:45

Bounce-back Strategies: Use Your  
Brain's Capacities to Triumph Over  
Whatever Pushes Your Button

Saturday, October 1st

8:30-9:30

1:30-3:00

Keynote: What's Right with You  
What's Right with You, Part II

#### Brought to you by:



Anchorage Association for the  
Education of Young Children



The Anchorage AEYC Early Childhood Scholarship applications are due: June 30th and November 30th

Selection criteria includes: Successful completion of the application, transcripts, resume, two letters of recommendation, interview, and current membership in Anchorage AEYC.

The Anchorage AEYC Early Childhood Scholarship can be downloaded from the Anchorage AEYC website:

[www.anchorageaeyc.org](http://www.anchorageaeyc.org)

## Conference Highlights

# Featured Speakers

## Friday & Saturday



### Michael Brandwein

Michael Brandwein has a truly international reputation as an expert in education, management, parent training, and youth development. He has presented in every one of the 50 states in the U.S. and on 6 of the 7 continents. He is a nationally award-winning speaker and a frequent

national and state keynoter, known best for his entertaining, energetic, and creative style, and his focus on original, practical, use-it-immediately tools and techniques. Michael has written six consecutive best-selling books on leading and training adults to work with young people, including his latest, *Growing Great Qualities in Kids: The L.A.S.E.R.B.E.A.M. Technique for Bringing Out the Best in Young People*. He wrote and presented three Emmy® award-winning television programs called *Parenting Puzzle* on developing great children that have been broadcast on PBS stations throughout the U.S. Michael wrote and hosted a live presentation with Jim Henson's *Muppets for HBO* to encourage young people to read. He has trained directors and staff of many different organizations and businesses from AEYC to *Head Start*, and his national work includes *Smart Start*, *Child Welfare League of America*, the *National Staff Development Council*, and the *National PTA*. Michael's Juris Doctor Degree is from the University of Chicago and his B.A. from the University of Illinois is in Communication, where he graduated as a Bronze Tablet Scholar, the highest academic distinction awarded by the University. Adding to the creativity of his presentations, Michael is a graduate of the famed *Second City Improvisation Theater School* in Chicago and has been a professional magician for over 40 years. Michael lives in the Chicago area with his wife Donna, a nationally certified sign language interpreter, and they have two sons, Dave and Benjamin, who are both educators—one in music, the other in special education and diverse learning.

Michael will be presenting:

Friday, September 30th

- 8:00-9:30 Keynote: **THE REAL TRUTH ABOUT STICKS AND STONES: Boosting Our Self-Leadership Skills & Recharging Our Batteries to Grow & Adapt to Change**
- 9:45-11:45 **GROWING GREAT QUALITIES IN KIDS: The L.A.S.E.R.B.E.A.M. Technique to Developing Outstanding Character, Social-Emotional Skills, & Bringing Out the Best in Young People**
- 1:30-3:30 **TERRIFIC TRAINING TECHNIQUES: Original, Powerful, & Practical Activities & Methods to Maximize Staff Development**
- 3:45-5:15 **BUILDING EXCELLENT TEAMWORK COMMUNICATION: How to Create an Open, Collaborative Work Environment for Flexibility, Ongoing Improvement, & Service**

Saturday, October 1st

- 9:45-11:45 **"WHY DON'T YOU BEHAVE?!" - The Brandwein Key System for Handling Negative Behavior in Young People While Teaching Positive Choices**
- 1:30-3:00 **MISTER ROGERS ROCKS! - How to Apply His Wisdom to Build Self-Worth, Kindness, and Strong Young People**
- 3:30-4:45 **SUPER SKILLS FOR SUPERVISION: How to Lead, Motivate, & Coach Team Members to their Highest Performance**

Brought to you by:



Anchorage Association for the Education of Young Children



## Anchorage AEYC Mission

Anchorage AEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

## Tell A Friend

## NAEYC Membership is for Everyone.



Visit [NAEYC.org/membership](http://NAEYC.org/membership)

# Conference Highlights

## Featured Speakers

### Friday & Saturday



**Dr. Laura Wilhelm**

As the Vice President for Professional Learning at Kaplan, Laura draws on decades of experience teaching young children and early childhood professionals. Starting with toddlers in in the 1980s, then pre-k-third grade in urban and suburban schools, and then as a university lab school director. Earning her doctorate in ECE Curriculum and Instruction in 1999,

she has taught preservice teachers and graduate students as a program director and professor of early childhood education and child development. She served as a national validator for the National Association for the Education of Young Children (NAEYC), and a site visitor for the Council for the Accreditation of Educator Programs (CAEP). She enjoys planning professional development, speaking at conferences, leading study tours and visiting early education programs around the world, and being home with her family: husband Mike, two teens now driving, four rescued cats, and one massive dog. She the author of three books with Gryphon House.

Laura will be presenting:

Friday , September 30th

9:45-11:45     *The Stories that Shape Us: Equity, Diversity & Identity*

Saturday, October 1st

9:45-11:45     *Let's Get Real: Finding Patterns, Creating Art, and Expanding Vocabulary Using Real Objects*

Brought to you by:



Anchorage Association for the Education of Young Children

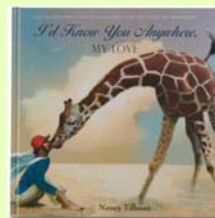
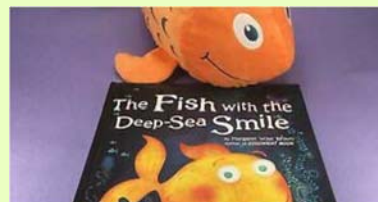


## Silent Auction Donations Needed

The Anchorage AEYC annual Silent Auction supports funds for Anchorage AEYC Early Childhood Education Scholarships. 100% of funds go toward the scholarships.

Are you crafty and creative? Have extra sitting around? Have an overstock of an item? Donations are being accepted and much appreciated. Please contact Brandy Graham, Silent Auction Chair, at [brandy.graham@providence.org](mailto:brandy.graham@providence.org) or 907-212-3075 for more information.

Brandy is looking for the following books. If you have one you would like to donate please contact Brandy.



# Registration & General Conference Information

## Register Early & Save



Register online at [www.anchorageaeyc.org](http://www.anchorageaeyc.org) by September 5th and save. You may register at the regular rate of the conference beginning September 6th.

## Conference Date & Location

The conference will take place **September 29-October 1** at the Hilton Anchorage Hotel, 500 West Third Avenue, Anchorage, Alaska.

All conference sessions will be held at the Hilton Anchorage Hotel. The Hilton Anchorage Hotel is located at 500 West 3rd Avenue in downtown Anchorage, Alaska.

## Purchase Order Policy

Purchase Orders (PO's) will be billed whether participant attends or not. Purchase orders must be payable to Anchorage AEYC and include a PO number, and billing address. A purchase order is an obligation for payment and will be obligated to the Cancellation Policy.

## NAEYC Membership

**MEMBERSHIP IS IN THE NAME OF INDIVIDUALS ONLY**

Schools/centers/organizations are not members. Administrators are reminded that NAEYC/Alaska AEYC/Anchorage AEYC membership is for individuals only, not the center by name, nor does a director's membership extend to the rest of the staff. NAEYC Accreditation does not include membership in the Association.

## Substitution Policy

If you are unable to attend, you may substitute a colleague for your registration. Please note there is no sharing of registrations. Anchorage AEYC must be notified in writing by the original registrant or authorized representative of the organization paying for the registration. The substitute registrant must be qualified to receive your registration or the difference between the two fees will be charged.

## Cancellation

Registration refunds will be made only when Anchorage AEYC receives a written request by September 5th. A processing charge of \$75 will be deducted. Telephone cancellations will not be accepted. Written cancellations may be emailed to: [anchorageaeyc@mtaonline.net](mailto:anchorageaeyc@mtaonline.net) or mailed to Anchorage AEYC Conference, c/o C&C Services, PO Box 771884, Eagle River, Alaska 99577. Refunds will be issued within 30 days after the conference.

## Conference Preliminary Program

The Anchorage AEYC Early Childhood Conference Preliminary Program provides a listing of workshop titles, presenters and special events to assist you in choosing what to attend at the conference. Please visit the Anchorage AEYC website:

[www.anchorageaeyc.org](http://www.anchorageaeyc.org)

after September 12th for a downloadable PDF of full workshop descriptions. You will receive your final program at the registration desk at the conference.

## Children at Conference

To maintain a professional atmosphere throughout the Conference, as well as to ensure the safety of attendees, presenters, and personnel, Anchorage AEYC does not allow children under the age of 16, including infants, in any of the workshop sessions. We feel that your child will be happiest with someone s/he knows in another environment.

## Parking at Conference

### PLEASE NOTE:

- There is a fee to park.
- Parking is limited downtown. We recommend you car pool with other colleagues.
- Valet Parking during the conference hours will be \$14 per day or \$24 per day if staying overnight at Hilton.

### Parking

Lot 12 located at the corner of E St. and 3<sup>rd</sup> Ave. Parking is available at Lot 12 (The Saturday Market Lot) for \$1.00 per hour and can be paid for at the parking kiosk located in the parking lot.

### Hilton Hotel Parking

- Overnight Valet for Hotel Guests is available for \$24.00 per day.
- Day only Valet parking for attendees is available for \$14.00 per day.

Parking charges for guests can be posted to your guest room folio and paid at the end of your stay.

All parking for both the Hilton Valet and Lot 12 are based upon first come first serve basis and subject to availability.



## Young Children & Teaching Young Children Publication Schedule for 2022-23.

As a NAEYC/Anchorage AEYC member you receive five issues of either Young Children and/or Teaching Young Children. The journals will appear in March, May, July, September & November.





# Hotel, Lodging & Food Options

## Conference Site &

### Hotel Accommodations

All conference sessions will be held at the Hilton Anchorage Hotel. The



Hilton Anchorage Hotel is located at 500 West 3rd Avenue in downtown Anchorage, Alaska.

Anchorage AEYC has negotiated with the Hilton Anchorage to block a sufficient number of guest rooms for attendees. Sleep late, forget the commute in and enjoy the luxury of taking a break in your room by staying at the conference hotel. We want you to feel safe and secure and to enjoy the hospitality of quality, up-scale lodging. You deserve it!

Room rates: single/double \$99 plus 12% room tax. Additional persons \$20. Hotel check in time is 3:00 p.m. The cutoff date for these special rates is September 12th.

To reserve a room: Call 1-800-445-8667 or 272-7411 if in Anchorage for reservations. Participants must identify themselves with the code "AEYC" to receive this special rate.

Register online at:  
<https://www.hilton.com/en/book/reservation/deeplink/ctyhocn=ANCAHHF&groupCode=AAEYC&arrivaldate=2022-09-27&departuredate=2022-10-01&cid=OM,WVV,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

### Breakfast

A breakfast snack will be provided each morning, 7:30-8:00. First Come, First Served.

### Lunch

Lunch is provided on Saturday for no additional cost. Lunch on Friday is on your own.

### Special Needs

Please contact Anchorage AEYC should you require any special assistance. Request must be made by September 15th. Call 907-696-5884 or Email: [anchorageaeyc@mtaonline.net](mailto:anchorageaeyc@mtaonline.net) or with your request.

**Parking:** Overnight Valet for Hotel Guests is available for \$22.00 per day. Valet parking during conference hours is available for \$14 per day.

Parking charges for guests can be posted to your guest room folio and paid at the end of your stay.

## Volunteering at Conference Equals Reduced Registration Fees!



### Volunteers

I WANT TO COME, BUT I CAN'T AFFORD THE FULL FEE! CAN YOU HELP?

Thanks for your interest in volunteering at the 40th Annual Anchorage AEYC Early Childhood Conference. Volunteers are critical to the success of the conference and provide valuable assistance "behind the scenes" to ensure workshops run smoothly. If you volunteer/host two days or more — minimum of 16 hours — your conference fee is \$135.00.

### Guidelines for Volunteering at the Anchorage AEYC Early Childhood Conference

- Volunteers must be members of NAEYC/Anchorage AEYC/or your local affiliate.
- Volunteers must either:
    - attend a **orientation** session, Wednesday, September 28th 6:00-7:30 pm. at the Hilton Anchorage Hotel
    - OR
    - talk with Bonnie Monson, Chair [bmonson@ccsalaska.org](mailto:bmonson@ccsalaska.org)
  - Volunteering is on an honor basis. You are expected to honor your time commitment.
  - Volunteers may be asked to:
    - \* record the number of workshop participants,
    - \* assist conference presenters,
    - \* stamp Certificates of Participation,
    - \* assist at the Registration Desk,
    - \* assist during the Thursday evening celebration,
    - \* assist putting conference packets together Wednesday evening
    - \* assist at the Anchorage AEYC Exhibit booth.
  - You must register by September 5th in order to receive the discounted rate.  
*\*Limited to first ten individuals to register as volunteer/host.*

## UAA Continuing Education Class & Credit Class

**NEW  
in  
2022!**

**Two classes will be offered this year! An continuing education class and a credit class!**

**There is an additional fee for both of these classes. All registration is online and you will register via your UAOnline account. Register NOW for these classes!**

### **ECD A 591 101: AAEYC Conference 2022 1 credit**

Where: Prince William Board Room  
When: September 29-October 1, 2022  
Cost: \$79.00 in addition to Conference registration fee.  
Registration is paid directly to UAA via your UAOnline account.

#### Course Requirements:

- Attend face to face meeting on Thursday, September 29th from 3:45-4:45 pm
  - Introductions
  - Explanation of course requirements
- Attend face to face meeting on Friday, September 30th from 5:00-6:30 pm
  - Reflection – Share, show and tell
- Documentation of at least 15 contact hours through AAEYC conference – submit copy of conference certificate (= at least two full days of conference and our two face to face meetings)
- Write a brief summary of each session attended, to include key notes
- Write an in-depth summary of one session that is at least one page in length and includes:
  - The key message(s) you took from the session
  - Relate how the Alaska Early Learning Guidelines fits with the content of the session.
  - At least one idea that stood out to you from the session and how you can apply it to your program
  - Any additional resources you may need to learn more or to assist you to apply the new idea.

For additional information, e-mail Jessica at [jsimonsen@threadalaska.org](mailto:jsimonsen@threadalaska.org)

### **Credit Class**

Where: Cook Inlet Board Room  
When: September 29-October 1, 2022  
Cost: \$TBA in addition to Conference registration fee.  
Registration is paid directly to UAA via your UAOnline account.

#### Course Requirements:

- Contact Dr. Hilary Seitz at [hjseitz@uaa.alaska.edu](mailto:hjseitz@uaa.alaska.edu) For additional class requirements.

#### Credit Course Disclaimer

Conference registration does NOT include credit courses. The credit course registration fee must be paid online at your UAOnline account or call for student enrollment assistance (Sally or Katie) at 786-1934 or toll-free 1-888-828-8974.

UAA is an EQ/AA employer and educational institution.

# Assistance with Travel & Professional Development Reimbursement (PDR) —Your local R&R can help

## Whose Eligible for Travel Assistance (TA) & Professional Development Reimbursement (PDR)?

To be eligible for a TR and/or PDR you must be a:

- Early childhood or school-age professional operating or working as a paid employee of a licensed (State of AK or Municipality of Anchorage) child care facility, Head Start, or pre-elementary school district program, or a State of Alaska Child Care Assistance Program approved child care facility.
- Must be a current/active member of the Alaska SEED Registry.

## HELP GETTING TO THE CONFERENCE OR WITH THE CONFERENCE REGISTRATION FEE AND/OR FOR CONTINUING EDUCATION UNITS (CEU) TUITION

### Travel Reimbursement (TR)

Travel Reimbursement (TR) is designed to help early educators in Alaska offset travel expenses associated with attending early education training outside of their community.

### HELP WITH Professional Development Reimbursement (PDR)

The SEED Professional Development Reimbursement (PDR) is designed to support early educators with the cost of attending a training, course, or conference up to \$1500 per fiscal year (July 1 through June 30). Submit a completed PDR application within 60 business days of completing each training and receive reimbursement—up to \$1,500. Attending the AAEEYC Conference counts as a training.



Please visit [www.seedalaska.org](http://www.seedalaska.org) for TR, PDR, and SEED Registry applications and follow instructions carefully.

### Guidelines for Travel Assistance Reimbursement:

<b>Allowable Reimbursement Amount</b>	• Up to \$1,000 for travel to attend higher education, training, or a conference within Alaska.		
<b>What's Covered?</b>	• Airfare • Lodging • Passenger ferry fees	• Up to \$50 for ground transportation (taxi fares and vehicle ferry fees)	• Vehicle mileage of 50 miles or more (to/from place of work/home and place of training), reimbursed at current federal mileage rate
<b>NOT Covered</b>	• Travel outside Alaska • Travel between Alaskan communities to attend training outside Alaska	• Meals/food • Wi-Fi fees • Tips for taxi fares	• Rental car • Gas
<b>Approved Topics</b>	• Early childhood and/or school-age education (age birth-12) • Other topics related to working with young children • Health and safety • Facility Administration		
<b>Deadlines</b>	• <b>Pre-Travel Reimbursement Application:</b> Complete and submit <b>at least 21 days prior to traveling for pre-approval.</b> If you are pre-approved, Alaska SEED will email and/or mail you a confirmation and a Travel Reimbursement (TR) Verification Form to be submitted after the training and travel.		
<b>Required After Travel</b>	• <b>Required Documentation:</b> Proof of completion for training/conference/course, proof of payment, and Mileage Log for vehicle mileage. • <b>Travel Reimbursement (TR) Verification Form:</b> If you are pre-approved, Alaska SEED will email and/or mail you a confirmation and a Travel Reimbursement (TR) Verification Form. Complete and submit the form <b>within 60 business days of completing the training and travel.</b> Payment will be made within 45 business days from <b>completed</b> verification form and mileage log receipt date. Funding is on a first come, first serve basis.		

### Guidelines for Professional Development Reimbursement (PDR)

	TRAININGS & CONFERENCES	HIGHER EDUCATION
<b>Allowable Reimbursement Amount*</b>	• Training reimbursed at 100% of actual cost up to \$500. • Conference registration fee reimbursed at 100% of <i>membership rate</i> . • GED reimbursed at max. \$150 per person.	• 100% of tuition costs up to \$1,500 (minus any used for training).
<b>What's Covered?</b>	• Classes • Workshops • Seminars • Online Training • Conferences • CPR/First Aid • Required Health & Safety Orientation Training from an approved trainer listed on the CCPO website	• Tuition • Fees • Books For undergraduate & graduate courses at accredited colleges and universities
<b>NOT Covered</b>	• <b>thread</b> trainings/webinars • Membership fees for professional organizations • Parking Fees	
<b>Approved Topics</b>	• Early childhood and/or school-age education (age birth-12) • Other topics related to working with young children • Health and safety • Facility Administration	
<b>Required Documentation (Electronic, scan, photocopy accepted)</b>	• Proof of completion (copy of credential, certificate of attendance). • Proof of payment (receipt, credit card or bank statement) • <b>Conferences:</b> Copy of the Certificate of Participation with stickers or signatures for each workshop session matching the day(s) registered as proof of attendance	• Proof of completion (copy of college/university credential, transcript) with at least a "C" equivalent or "Pass" • Proof of payment (receipt, credit card or bank statement)
<b>Deadlines</b>	• Application and required documentation <b>must be submitted within 60 business days of completing each training.</b> Payment will be made within 45 business days from <b>completed</b> application receipt date. Funding is on a first come, first serve basis.	