

Online Professional Development Form – Instructions

NOSTA is currently testing a new online Professional Development Reimbursement form.

To access the form, click below:

https://na3.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhATJb1d5s3LgCkfR47jhu4aZbJD5yLMqkmLN3_zwrqv1jJDha9YRqWzQd2zEWY5884*

You can access from a computer or mobile.

A few tips/tricks to get started:

- You will first need to agree to the Adobe Terms and Conditions (usually a popup near the bottom of your screen) before being able to type into any fields.
- There is an attachment button for each reimbursement line. Receipts are required. (Mobile devices will allow you to take pictures in real time.)
- Anything denoted with an asterisk is required.
- If any travel is being claimed, you must provide documentation to show the location, date, time, description etc. There is a spot to attach this in the Activity Details.

When you click submit, a confirmation email is sent to the email address you provided. The form is NOT complete until you go into your email and verify your email address.

Your Pro-D rep at your school is familiar with the new form and can do their best to help with any questions.

You can also email president@nosta83.com or call the office with any additional questions.