LOUDON COUNTY
CHAMBER

Program: Professional Development Reimbursement Fund

Purpose: Assist Chamber members with costs associated with job related training to include but not limited to:

- Continuing Education Requirements
- Technical Skills and/or Certifications
- Computer/Software Training
- Safety Certifications

Funding Maximum: $250.00 each request. Each member may be funded a maximum of one time per quarter and twice per year. All Chamber members are eligible after to utilize the fund after completing one year of membership.

Total Funding for 2025: $16,000.00. $4000/Quarter

Process Description:

1. Application is submitted to Chamber Staff.
2. Business, Economic Development & Education Council reviews applications and approves.
3. Member funds upfront costs.
4. Training completed.
5. Proof of completion is submitted to Chamber Staff.
6. Member reimbursed.

Initial Selection Criteria:

- Requests that meet requirements will be funded as they are submitted until funds are exhausted each quarter
- Funds budgeted for 2025 will be allocated quarterly

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Professional Development Reimbursement Fund

Company Info

Company Name:_____

Address:_____

Phone #:_____

Email Address:_____

Employee Info

Employee Name:_____

Position:_____

Training Info

Training/Course Name:_____

Training/Course Conducted By:_____

Length of Training/Course:_____

Date of Training/Course:_____

Cost of Training/Course:_____

Employee Signature:_____

Date:_____

Employer Approval:_____

Date:_____

Professional Development Reimbursement Fund Worksheet

Council Review

Approve:_____Deny:_____

Date:_____

Dollar Amount Approved:_____

Date Proof of Completion Received:_____