



FUNDING FOR PROFESSIONAL DEVELOPMENT FOR TEACHERS - \$500



The Ministry of Education has provided funding to each school board in Ontario to enhance professional development opportunities for teachers. This opportunity has been embedded within our Collective Agreement, and enables teachers to access Professional Development that has been defined in their ALP or NTIP plan. The Joint Board and Association PD Committee has come up with the following:



Who can access this \$500 in funding?:

- all Elementary or Secondary contract teachers, or
- all OECTA Con Ed teachers, or
- all contract teachers on a leave, or
- all Occasional Teachers, whether doing an LTO or daily supply



What the funding MAY be used for:

- Expenses for conferences, workshops or certifications (i.e. registration, accommodation, supply teacher coverage, meals), related to a teachers' ALP, or
- Expenses for AQ's, ABQ's, or other courses, or
- Teacher resources, such as professional books, magazine subscriptions, computer software, or
- Cost of a daily occasional teacher (**\$250.00** per day for 2011-2012) to replace a teacher for up to TWO full days, to work individually or collaboratively with a colleague(s) on ALP-centred activities. NOTE: You MANY NOT be able to access supply teacher coverage in the month of June, pending availability!
- Expenses incurred between September 1, 2011 – August 31, 2012.



What the funding MAY NOT be used for:

- Laptops, netbooks, computers, computer hardware, E-readers, I-Pads, digital cameras, classroom equipment, classroom resources, posters, manipulatives, learning centres, etc., or
- Mileage for conferences or courses, or any alcoholic beverages, or
- Gym memberships, or
- Supply teacher coverage to work on completing report cards, or
- Supply teacher coverage for more than two days.



** Pre-approval must be obtained for all funding requests – purchases made without pre-approval may be denied for re-imbursement. The pre-approval process must include selection of absence date(s) through your Principal.

Follow these steps when applying for the funding:

1. Submit a completed form(s) (2 pages) to your **principal** for approval and **signature**. Principals will approve the request when it aligns with the teacher's ALP/NTIP plan. Principals must pre-approve dates of any absence(s).
2. The signed form will be **returned** by the principal **to the teacher**.
3. Submit the principal-approved form (2 pages) (along with a description of resources/course/conference) to the **OECTA office for approval PRIOR TO June 20th, 2012.** (NOTE: do NOT send receipts to OECTA)
4. The signed form(s) will be **returned to the teacher** with either a signature of approval or an explanation of why the application was not approved.
5. Spend money, and submit a copy of the signed approval form with **original itemized receipt(s)** to the **Finance Department at the Board, PRIOR TO August 31st, 2012.**
6. Cheques for reimbursement will be made through the Board, up to \$500.
7. Only **ONE cheque** will be made out **per teacher per school year**. So please submit your re-imbursement form (or forms) to the Finance Department **ONLY ONE TIME** per year.
8. Funds will be distributed on a first-come, first-served basis, until all monies are exhausted.

Please **sign** to indicate that you have read and understood these terms: _____



**REQUEST FOR CONFERENCE, WORKSHOP, MATERIALS FUNDING
from PROFESSIONAL LEARNING FUND
for OECTA MEMBERS (up to \$500)**



Name: _____
Surname First Name

Date of Application: _____
mm dd yy

School: _____
(not applicable for Daily Occasional Teachers)

Title of Conference or Workshop or Resource: _____
(SECONDARY - complete a copy of principal-signed Intent to be Absent form)

Date(s) of Event (or Events): _____ to _____
mm dd yy mm dd yy

Supply Teacher Expense \$ _____ (**\$250.00/d** 2011-2012)

Other Expenses Incurred \$ _____ (including taxes)

TOTAL EXPENSES \$ _____ (**up to \$500**)

Supply Teacher coverage required?
1 / 2 day 1 day 2 days

USE SmartFind CODE 03P

Smart Find 1st Job # _____

Smart Find 2nd Job # _____

OR

No Supply Required

How will this conference/workshop/resources support the professional learning outlined in your ALP or NTIP plan (no ALP / NTIP is required for Continuing Education Teachers or Occasional Teachers)?

**** all Signatures below are required** prior to registering for a course/conference:

_____	_____
Signature of Employee	Date
_____	_____
Signature of Principal (not applicable for Daily Occasional Teachers)	Date
_____	_____
Signature of OECTA Officer	Date

TO BE COMPLETED BY an OECTA OFFICER, and a copy returned to the teacher:

Funding approved **Funding not approved**

Comments: _____

AFTER ATTENDING YOUR EVENT, SUBMIT THIS FORM WITH YOUR ORIGINAL RECEIPT(S) TO THE BOARD OFFICE – FINANCE DEPARTMENT - FOR RE-IMBURSEMENT. (Questions? Please call the OECTA office at (519) 744-8051 or FAX: (519) 744-0911.)

- What to do, and in what order:**
- Complete form
 - Submit completed form to Principal (1st signature required for pre-approval) – to be returned to teacher
 - Submit principal-signed form to OECTA Office (fax # 519-744-0911) (2nd signature required for pre-approval) – send NO receipts to OECTA
 - Signed form will be returned to teacher
 - Spend money, collect original ITEMIZED receipt(s) (Note: supplying only a credit card or debit receipt is inadequate)
 - Keep a copy of the form and receipts for your own records
 - Submit form and original receipts to **Finance Department** at the Board Office, **Attention: Jennifer McInnis** AND INCLUDE Smart Find Job #(s) for supply teacher coverage