

## CRITERIA FOR SUB-UNIT PROFESSIONAL DEVELOPMENT FUNDING

### PURPOSE

The criteria have been created to ensure that all members are provided equal opportunities for PD funding.

### QUALIFYING PD

The sub-unit provides funding (Registration costs only) for conferences, seminars, workshops and non-credit courses. **Sub-unit funding is not provided for AQ courses and Days of Reflection.**

### PROCESS

- a) Complete the ***“Professional Development Funding Application Form”***.
- b) Send the form to your sub-unit Professional Development chair as soon as possible.
- c) Application forms received by the Professional Development chair are presented to the sub-unit Executive for consideration.

### CRITERIA

- a) Complete application forms must be received by the sub-unit P.D. chair ***no later than two weeks prior to the date of the conference or workshop.***
- b) Professional development for which funding is requested must be applicable to the profession.
- c) Funding is available on a first come, first served basis.
- d) The applicant shall be informed by e-mail of either the approval or rejection of the request for funding by the P.D. Chair after a regularly scheduled Executive meeting.
- e) Maximum funding available per member of the sub-unit, per school year, is **\$200**.
- f) Funding for school staff or group professional development programs will be \$10.00 per OECTA member participating to a maximum of **\$200**. Funding for this type of activity is limited to one per school year. ***This funding is for speakers only***, not for facilities or food. ***A list of OECTA members attending this conference must be submitted.***
- g) Funding will not be provided for Board mandated professional activity.

***\*\*NOTE\*\**** A group development program is one which is ***not*** available to all sub-unit OECTA members.

- h) ***Official receipts must be received by the sub-unit P.D. chairperson before funds can be released. Receipts are to be received by the sub-unit P.D. Chair no later than 30 days after the conference.***
- i) If unable to attend the conference, inform the Professional Development Chair in writing or by e-mail.
- j) Late applications will ***only*** be funded at the end of the school year ***if*** monies remain.
- k) Applications for the current school year must be received by the sub-unit P.D. chair before ***May 31.***

***Members are encouraged to access the superintendent's P.D. Fund (See Article 17:03 of the Collective Agreement) before, or at the same time, requests are made for funding from the sub-unit.***