



## TORONTO/EAST YORK SUB-UNIT Professional Development Application Form 2025-2026

| PLEASE CHECK ONE OF THE TWO OPTIONS BELOW |  |                      |  |
|---|--|----------------------|--|
| Applicant is an Individual                |  | Applicant is a Group |  |

| APPLICANT(S) INFORMATION |  |
|--------------------------|--|
| Applicant's Name         |  |
| Date of Application      |  |
| School Name              |  |
| School Phone Number      |  |
| E-mail Address           |  |

| CONFERENCE INFORMATION          |                     |
|---------------------------------|---------------------|
| Name of Conference or Workshop  |                     |
| Name of Presenting Organization |                     |
| Location                        |                     |
| Date of Conference or Workshop  | Registration Fee \$ |

| FUNDING INFORMATION   |  |        |    |
|---|--|--------|----|
| Are you applying from another source? (Circle Yes or No)                  |  | Yes    | No |
| Source  |  | Amount | \$ |
| Have you already applied this year from your sub-unit? (Circle Yes or No) |  | Yes    | No |
| If you have applied to the sub-unit, what was the amount you received?    |  |        | \$ |

*I am a member of the Toronto Elementary Catholic Teachers and I have read the "Criteria for Sub-Unit Professional Development Funding".*

\_\_\_\_\_  
Signature of Applicant  
Toronto/East York Sub-Unit OECTA Member

\_\_\_\_\_  
Signature of Association Representative

**All requests for funding are to be sent to: Catherine Maiolo (PD Chair), St. Anthony  
Phone: 416-393-5210      Fax: 416-393-5793      Email: [catherine.maiolo@tcdsb.org](mailto:catherine.maiolo@tcdsb.org)**

Completed applications **must be received at least two weeks prior to the Conference/Workshop date and no later than May 31.**

The official receipt **must be received no later than 30 days after the conference** to receive funding.

| FOR EXECUTIVE USE ONLY             |               |        |    |
|------------------------------------|---------------|--------|----|
| Request Granted (Circle Yes or No) |               | Yes    | No |
| Date Received                      | Cheque #      | Amount | \$ |
| Confirmation Sent                  | Application # |        |    |



## 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 PD 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 PD 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 PD Chairperson before funds can be released. Receipts are to be received by the sub-unit PD 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 PD Chair before **May 31**.

Members are encouraged to access the Superintendent’s PD Fund (See Article 17 of the Collective Agreement) before, or at the same time, requests are made for funding from the sub-unit.