Application for Subsidy for Professional Development* OECTA PVNC Unit

(please scan and email to office@pvncoecta.ca or Board courier)

PROCEDURE: (for the use of permanent teachers **AND NEW to occasional members**)

I. You Must:

1. send this application for subsidy to the Unit office a MINIMUM OF TWO WEEKS PRIOR TO THE PROFESSIONAL DEVELOPMENT EVENT. Applications received AFTER the conference WILL NOT BE CONSIDERED FOR FUNDING.

2.	comp	lete Part A c	of the app	plicatio	n an	d accompany	/ it w	with conference/cours	e informa	tion	in order to l	be processed	i. <u>Pl</u>	<u>ease submit one</u>
01	r two	photocopie	d pages	from	the	conference	etc.	. brochure/catalogu	e. YOUR	PD	SUBSIDY	CANNOT	BE	CONSIDERED
W	/ITHO	UT THESE	PAGES	•				-						

II. We Will:

3. return your application within one week of receipt, indicating approval or disapproval.

4. once approved, **cover** the cost of registration**, accommodation, meals and transportation to a **maximum of \$350** (Note: \$350 x % for part time teachers) per fiscal year (July $1 \sim$ June 30)

III. You Must:

5. submit your claim to the Unit office within **60 days** after the conference or successful course completion. Part B of the application form must be completed and submitted with all receipts. **PAYMENT WILL NOT BE MADE FOR EXPENSES WITHOUT PROPER RECEIPTS.**(Note: the Unit does NOT cover supply teacher costs)

Part A - To be completed for initial	application						
Name of Applicant:	Addre	ss:					
Workplace:	Non-Board Email:						
Position/Grade: Full Time	Part Time	If part time what percentage?%					
Name of Conference/Inservice/Course	2:						
Location:	(Ontario only)					
Date(s):							
		urse:\$ (Do NOT include supply teacher					
Have you received a Unit subsidy this	school year? Ye	$rac{}$ s \Box No \Box If yes, please provide:					
Conference/Inservice/Course:	Date:	Date: Amount: \$					
<<<<<<<<<<<	<<<<<<<						
Part B - To be completed <u>after</u>	conference/inservi	ice/successful completion and to be					
accompanied by receipts:							
Registration Fee** :	\$	For Office Use Only					
Accommodation Cost**:	\$	Initial Approval					
Kilometerage:		Date:					
# of kilometres x \$0.55 =	\$	Payment: \$					
	\$	Cheque #					
Meals (mark receipts B,L,D accordingly)	\$	Date:					
Total:	\$						
Minus School/Board Funding	-\$	Meal Total:					
Claim: (maximum: \$350 for full		Breakfasts"B"(max \$20per)					
time, \$350 x % for part time)	\$	Lunches "L" (max \$25 per) Dinners "D" (max \$35 per)					

Total:

* The subsidy may be used to fund conferences/inservices in Ontario excluding Board/school initiated or sponsored PD. It may also be used to help fund <u>successful completion</u> of AQ, ABQ or honour specialist courses excluding principal/administrative courses.

** Membership fees to various teacher organizations are \underline{NOT} covered.

*** When members share accommodation etc., cheques cannot be issued until both members have filed.

**** Our fiscal year ends on June 30th and begins on July 1st. ALL RECEIPTS **MUST** BE SUBMITTED WITHIN 60 DAYS OR BY JUNE 30TH WHICHEVER IS SOONEST. (Application form effective 2022 12 01) THE EXECUTIVE WILL NO LONGER CONSIDER FUNDING AFTER THE EVENT NO MATTER THE CIRCUMSTANCE