## 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. complete Part A of the application and accompany it with conference/course information in order to be processed. <u>Please submit one</u> <u>or two photocopied pages from the conference etc. brochure/catalogue</u>. <u>YOUR PD SUBSIDY CANNOT BE CONSIDERED WITHOUT THESE PAGES</u>.

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)

>>>>>>		
Address: Non-Board Email:		
t percentage?%		
supply teacher		
provide:		
<<<<< br/>d to be		
.Ha to be		

- \* 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 **NOT** covered.
  - \*\*\* When members share accommodation etc., cheques cannot be issued until both members have filed.
  - \*\*\*\* Our fiscal year ends on June 30<sup>th</sup> and begins on July 1<sup>st</sup>. ALL RECEIPTS **MUST** BE SUBMITTED WITHIN 60 DAYS OR BY JUNE 30<sup>TH</sup> WHICHEVER IS SOONEST. (Application form effective 2023 08 21)