Application for Subsidy for Professional Development* OECTA PVNC Unit

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

<u>PROCEDURE:</u> (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 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 $500** (Note: $500 x % for part time teachers) per fiscal year (July 1 ~ 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)**

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Part A - To be completed for initial application

Name of Applicant:_________________________ Address: _____________________________

Workplace: ___________________________Non-Board Email: __________________________

Position/Grade: ________ Full Time ☐ Part Time ☐ If part time what percentage? _____%

Name of Conference/Inservice/Course:______________________________________

Location:_____________________________ (Ontario only)

Date(s):______________________________ Registration Fee: $______

School/Board Funding for this Conference/Inservice/Course: $_______ (Do **NOT** include supply teacher cost)

Have you received a Unit subsidy **<u>this</u>** school year? Yes ☐ No ☐ If yes, please provide:

Conference/Inservice/Course: _________________Date:____________ Amount: $____________

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Part B - To be completed *<u>after</u>* conference/inservice/successful completion and to be accompanied by receipts:

Registration Fee** : $___________

Accommodation Cost**: $___________

Kilometerage:

# of kilometres __________ x $0.73 = $__________

Other costs (parking etc.) $__________

Meals (mark receipts B,L,D accordingly) $__________

Total: $__________

Minus School/Board Funding -$__________

Claim: (maximum: $500 for full time, $500 x % for part time) $__________

<u>For Office Use Only</u>

Initial Approval__________________

Date:___________________________

Payment: $_____________________

Cheque #________________________

Date:___________________________

Meal Total:

Breakfast "B"(max $25per) ________

Lunches "L" (max $30 per) ________

Dinners "D" (max $45 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 **<u>NOT</u>** covered .*

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

***** Our fiscal year ends on June 30^{th} and begins on July 1^{st}. ALL RECEIPTS **MUST** BE SUBMITTED WITHIN 60 DAYS OR BY JUNE 30^{TH} WHICHEVER IS SOONEST.*

(Application form effective 2026 05 04)

THE EXECUTIVE WILL NO LONGER CONSIDER FUNDING AFTER THE EVENT NO MATTER THE CIRCUMSTANCE