

**MEMORANDUM**



**Date:** June 10, 2011  
**To:** All Members  
**From:** Steve Dénomée, Secretary-Treasurer  
**Re:** PD Conference Funding Guidelines for 2011-2012 Funding Year

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Professional Development (PD) conference/workshop funding applications are now being accepted for activities taking place between July 1, 2011 and June 30, 2012.

When applying for PD Conference funding, members should use the current application form available on the website. Questions can be directed to the Secretary-Treasurer at the Local Office.

GENERAL INFORMATION

1. Members may apply for **up to \$400** towards the costs of **one** conference or workshop per funding year that supports their professional needs and up to 2 Occasional Teacher days to attend that activity.
2. The PETL funding year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.
3. All applications are contingent on the availability of funding.
4. Applications are processed on a first-come basis.
5. Members can expect a response to applications in 5 to 10 PETL business days (i.e., school days).
6. Members can apply for funding before they register for an activity, however, the activity must be open for registration at the time of application. Please be aware of the provider's withdrawal and reimbursement policies.
7. Members can prepare applications online at [www.etfopeel.com](http://www.etfopeel.com), print and then submit.
8. The deadline for applications for activities occurring during the 2011 summer months is the end of the PETL business day on June 22<sup>nd</sup>, 2011. The PETL office will close on June 30<sup>th</sup> and applications will not be accepted during the summer holidays. The office will accept new applications again when it reopens on August 24<sup>th</sup>, 2011.

New

ELIGIBILITY

- Funding is available to PETL members only, that is to teachers who are under permanent contract or are probationary teachers. Funding is **not available** to occasional teachers, both short-term (STO) and long-term (LTO).
- Members **are not** eligible to receive both regular PETL PD funding and AQ funding in the same funding year (July 1, 2011 – June 30, 2012).
- Members must apply to STPDL while STPDL funding is available in their superintendency. For PETL PD funding purposes, **applications to STPDL must be for the full amount of an activity**, even if this total surpasses the STPDL maximum, and for all required occasional teacher days (up to the 2 day limit).
- Board mandated initiatives are not eligible for PETL funds. Other teacher-directed PD activities offered by the Board are eligible (e.g., Annual Psychology Conference, "Who, Me a Leader?", In the VP Chair).
- Members are eligible for PETL PD or AQ funding while they are on leave.

PROCESS

1. Members must ensure that their application package is **received** by the PETL Office **at least 10 school days prior to the beginning of the conference/workshop**. Information for submission is located below. **NOTE:** *Applications received outside of PETL business hours will be dated received on the next school/business day.*
2. Members should apply to STPDL first, but may apply to both funds at the same time if the conference is occurring in fewer than 6 weeks. If STPDL has been accessed earlier in the 2011-2012 school year, please attach a copy of the approved STPDL form. STPDL is considered first payer for the calculation of PETL PD funding approvals and reimbursements.

**To Apply for PETL PD Funding**, submit the following to the Local:

- a) A completed PETL PD 2011-12 funding form. Please apply for **full** anticipated cost of your conference. **Forms are available online at [www.etfopeel.com](http://www.etfopeel.com) under the PD Funding tab;**
- b) A copy of your conference information (e.g., flyer) or registration form;
- c) Results from a mapping website for mileage requests (e.g., [maps.google.ca](http://maps.google.ca), [www.mapquest.ca](http://www.mapquest.ca));
- d) A copy of your STPDL application (while STPDL funding is available). If you have an STPDL approval/denial for this or another 2011-2012 conference, attach a copy to your application.

**After Receiving PETL PD Approval:**

- Book an occasional teacher, if required.
  - a. Use STPDL granted occasional teacher days first using CODE 67.
  - b. Use CODE 69 for PETL granted occasional teacher days only.
- **Inform the Local office ASAP** if you have not been able to attend the conference, or if you have received STPDL funding which covers your complete costs. Funds will be reassigned to other members.
- Enjoy the conference/workshop!
- Keep all receipts for approved expenses as they are required for reimbursement.

**To Be Reimbursed After Your Activity**, submit the following to the Local within 90 days:

- a) a copy of the approved PETL PD form;
- b) receipts for approved expenses from the conference (copies are acceptable);
- c) a final copy of the approved/denied STPDL form, if not submitted at the time of application.

**Notification of approval or denial will be sent via Board courier to applicants by the Secretary-Treasurer.**

**It is the member's responsibility to ensure STPDL and/or PETL PD funding prior to attending workshops/conferences.**

**Approval is always dependent on all of the above guidelines, member eligibility, and availability of funds.**

**FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS TO:**

**Secretary-Treasurer**

*via Board Courier:*

**Peel Elementary Teachers' Local  
The Educators' Centre**

*via Fax:*

**905-564-7236**

*For inquiries, please contact the Secretary-Treasurer*

*by Phone:*

**905-564-7233**

*via Email:*

**treasurer@etfopeel.com**