

# Professional Learning (PL) **CONFERENCE** Funding Guidelines (2018-2019)

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*\*\*\* If not applying for a conference, please see the PL Course Funding Guidelines \*\*\**

Professional Learning (PL) Conference Funding applications are now being accepted for activities taking place between July 1, 2018 and June 30, 2019. Some allowance *may* be made if an activity begins just before or ends just after these dates. *Please note that “workshops” and some professional courses fall under this Conference Funding.*

When applying for PL Conference Funding, members should use the current PL Conference Funding Application Form available on the PETL website ([www.etfopeel.com](http://www.etfopeel.com)).

## GENERAL INFORMATION

1. Members may apply **annually** for **up to \$300** towards the costs of either:
  - **one** conference, workshop, or other professional course that supports their professional needs. Registration, Transportation, and Accommodation costs (excluding meals), and up to 2 Occasional Teacher days to attend that activity, may be requested;

**OR**

  - **\$400 towards one course** (only AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses).
2. PETL Professional Learning funds will be allocated as follows:
  - 50% for activities occurring between July and December;
  - 50% for activities occurring between January and June.
3. The PETL funding year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.
4. All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines.
5. Applications are processed on a first-come basis.
6. Members can apply for funding before they register for a conference. However, the conference must be open for registration at the time of application or openly advertised to the public (e.g., “Save the date” on the organizer’s website). Please be aware of the provider’s withdrawal and refund policies.
7. PETL does not cover the costs of meals except when meals are included as part of the registration fee.
8. PETL does not cover the cost of membership to organizations, except in instances where: buying a membership at the time of registration for the conference reduces the total amount payable to attend the conference, or; when purchasing a membership is mandatory in order to attend the conference.
9. The deadline for receipt of applications for activities occurring during the 2017 summer months is the end of the PETL business day on June 22<sup>nd</sup>, 2018. The PETL office will close on June 29<sup>th</sup>, 2018, and applications will not be accepted during the summer holidays. The office will accept new applications again when it reopens on August 27<sup>th</sup>, 2017. *Please note as well that the closure of the PETL office for all school holidays, including the Winter and March breaks, does affect application timelines. Applications are neither accepted nor processed during these times.*
10. Members can expect a response to their application in 5 to 10 school days, excluding July and August.

## ELIGIBILITY

1. Funding is available to PETL members only, that is to teachers who are under permanent contract or are probationary teachers. PETL Funding is **not available** to short or long-term occasional teachers.
2. Members **are only** eligible to receive **one** Professional Learning (PL) Funding approval (Course or Conference) in the same funding year.
3. Board mandated initiatives are not eligible for PETL funds. Other teacher-directed PL activities offered by the Board are eligible (e.g., Annual Psychology Conference, "Who, Me a Leader?, In the VP's Chair).
4. Members are eligible for PETL PL funding while they are on leave.

## PROCESS

1. Prior to applying for PL Conference Funding, members must apply to STPDL while STPDL funding is available in their Superintendency. However, when STPDL funding is not available (i.e., for summer and September activities, or when STPDL funding is exhausted), members should forego this step and continue to #3 below. For Conference 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 maximum). When available, STPDL is considered first payer for the calculation of PETL Conference Funding approvals and reimbursements.
2. Notwithstanding #1-"Process", members **may** apply to both STPDL and PETL concurrently for funding, **only if the activity is occurring in fewer than 8 weeks**.
3. Notwithstanding #9-"General Information" (above), 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** (count back 10 school days from the start date of a conference, not including weekends or holidays). Information for submission is located below. **NOTE: Applications received outside of PETL business hours will be dated received on the next school day.**
4. **OUT OF COUNTRY Activities:** Applications for ALL out of country activities must be approved by the PDSB Associate Director, Poleen Grewal. Once your PETL application is approved by your Principal/Supervisor, please then forward your application form to the Associate Director (email: [poleen.grewal@peelsb.com](mailto:poleen.grewal@peelsb.com), fax: 905-890-6698; courier: Poleen Grewal, Director's Office, CBO). The Associate Director will process and then return your application to you. If approved by the Associate Director, please then forward to PETL for consideration. Please allow a sufficient amount of time for approval from the Associate Director. All applications must still be received by PETL at least 10 school days prior to the start of the activity.
5. Please retain copies for your records.

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

1. A completed PETL PL Conference Funding Application Form (2018-19). Please apply for the **full** anticipated cost of your conference. Application forms are available online at [www.efopeel.com](http://www.efopeel.com) under the PL Funding tab -> PETL Conference Funding;
  2. **If emailing application, ensure you and your Principals' signatures are on form before sending as a pdf.**
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NEW PROTOCOL
3. Official conference information or registration form (e.g., **one page flyer**) – Not required for Reading for the Love of It;
  4. Results from a mapping website for mileage requests (e.g., [maps.google.ca](http://maps.google.ca)) supporting *actual* travel distance (e.g., home to event and return, school to event to home, etc.) if *driving your personal vehicle* to the activity (when carpooling, only driver can claim);
  5. A **copy** of your approved/denied STPDL application (*when STPDL funding is available*) for this, or a previous 2018/19 activity. **An unprocessed/pending STPDL application may be submitted ONLY if the activity is occurring within 8 weeks.**

**If approved for PETL PL Conference Funding:**

1. Please review your approval.
  - Your approval is for the activity, dates, and maximum amounts listed on the approved application form.
  - **This approval is not transferable to a different activity, different time period, or to another member. Inform the Local office immediately** if you are unable to attend this activity for which you were approved, or if you have received STPDL funding which covers your complete costs. Your approval will be cancelled, leaving you open to make a new application during the funding year, following all guidelines and timelines for new applications, while funds are available.
  - PETL has no obligation to reimburse for any unapproved expenses, or expenses in excess of the amount approved.
2. Book an occasional teacher, if approved and required.
  - a. Use any STPDL granted occasional teacher days first using CODE 67.
  - b. Use CODE 69 only for any PETL granted occasional teacher days.
3. Keep receipts for all *approved/eligible* expenses as they are required for reimbursement.

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

- a) a copy of the approved PETL PL Conference Funding Application Form;
- b) receipts for approved/eligible expenses from the conference (copies are acceptable), including any support for \$US conversions, when applicable. Please outline any cost sharing and attribution of costs when submitting receipts, when applicable (e.g., shared hotel room). Mileage support is not required at this point (see #3-“To Apply” above).

**NOTE ON DENIED APPLICATIONS**

Applications may be denied for a variety of reasons (e.g., late, incomplete, etc.), the reasons for which will be shared in the response to the applicant. A denied application does not preclude a member from being able to ‘reapply’ or submit a new application. However, any ‘resubmission’ will be treated as a new application and is subject to all guidelines stated here.

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

It is the member’s responsibility to ensure approval from STPDL and/or PETL Conference Funding prior to registering for or attending a conference, if funding or OT coverage is required.

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

**Secretary-Treasurer**

*Via Email:*  
**[treasurer@etfopeel.com](mailto:treasurer@etfopeel.com)**

*via Fax:*  
**905-564-7236**

*via Board Courier:*  
**Peel Elementary Teachers’  
Local  
The Educators’ Centre**

*For inquiries, please contact the Secretary-Treasurer*

*by Phone:*  
**905-564-7233**

*via Email:*  
**[treasurer@etfopeel.com](mailto:treasurer@etfopeel.com)**