

Professional Learning (PL) **COURSE** Funding Guidelines (2018-2019)

*** If not applying for a course, please see the *PL Conference Funding Guidelines* ***

Professional Learning (PL) Course Funding applications are now being accepted for courses taking place between July 1, 2018 and June 30, 2019. Some allowance *may* be made if a course begins just before or ends just after these dates.

When applying for PL Course Funding, members should use the current year PL Course Funding Application Form available on the PETL website (www.etfopeel.com).

GENERAL INFORMATION

- Members may apply **annually** for **up to \$400** towards the costs of either:
 - one** course (only AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses);

OR

 - \$300 towards 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.
- PETL PL funds will be allocated as follows:
 - 50% for activities occurring between July and December;
 - 50% for activities occurring between January and June.
- The PETL funding year begins on July 1st and ends on June 30th.
- All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines.
- Applications are processed on a first-come basis.
- Members can apply for funding before they register for a course. However, the course must be open for registration at the time of application or openly advertised to the public (e.g., course dates and information are posted, with registration not yet open). Please be aware of the provider's withdrawal and refund policies.
- The deadline for receipt of applications for activities occurring during the 2018 summer months is the end of the PETL business day on June 22nd, 2018. The PETL office will close on June 29th, 2018, and applications will not be accepted during the summer holidays. The office will accept new applications again when it reopens on August 27th, 2018. *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.*
- Applicants who require a response prior to their course start date should apply as early as possible. Members can expect a response to their application in 5 to 10 school days, excluding July and August.

ELIGIBILITY

- 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.
- Members **are only** eligible to receive **one** Professional Learning (PL) Funding approval (Course **or** Conference) in the same funding year.
- Members are eligible for PETL PL funding while they are on leave.

PROCESS

To Apply for PETL PL Course Funding:

1. Submit a completed PETL PL Course Funding Application Form (2018-2019) to the Local. (*Additional course information/clarification will only be requested as necessary.*)
2. Notwithstanding #7-General Information (above), members must ensure that their application form is **received** by the PETL Office **by no later than the published start date of the course**. Information for submission is located below, and on the application form. **NOTE: Faxed or emailed applications received outside of PETL business hours will be dated received on the next school day.**
3. Application forms are available online at www.etfopeel.com under the PL Funding tab -> PETL Course Funding. Members may complete and submit applications electronically, with full instructions found on the "PL Course Funding Application Form (for email submission) 2018-2019". Please note that there are known compatibility issues with Mac computers as well as with Google Chrome.
4. Please retain copies for your records.

If approved for PETL PL Course Funding:

1. Your approval is for the course, dates, and maximum amounts listed on the approved application form. **Inform the Local office immediately** if you are unable to attend this course for which you were approved. 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.
2. **Please note** that minor variations from your original approval (e.g., slight change in dates, different recognized provider, and course substitution) *may be honoured upon timely request to PETL.*

To Be Reimbursed After Completion of an Approved Course, submit the following to the Local within 90 days:

- a) Proof of course payment (e.g., receipt, copy of student record or credit card/banking statement showing payment);
- b) Proof of your successful completion of the approved course (e.g., transcript, letter/email from instructor, copy of/link to OCT showing new course).

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 or email, dependent on the member's choice of submission.

It is the member's responsibility to ensure approval from PETL PL Course Funding prior to registering for or attending a course *if funding is required*.

FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS TO:

Secretary-Treasurer

via Email: treasurer@etfopeel.com
(*email version only please*)

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