



## MEMORANDUM

**Date:** May 6, 2008  
**To:** All Members  
**From:** Janice Balesic, Secretary-Treasurer  
**Re:** AQ Course Funding for Fall 2008 (2008-09 funding year)



AQ course PD Funding applications are now being accepted for AQ courses taking place in Fall 2008 (courses beginning **and** ending between September 1<sup>st</sup> and December 31<sup>st</sup>; some allowance may be made if the course begins just before or ends just after those dates, e.g. if a member must attend 2 or 3 classes at the end of August, but the course is finished in December). Please see the guidelines below.

**When applying for the AQ Course Funding, members should use the application form available on the website.** Questions can be directed to Janice Balesic, Secretary-Treasurer, at the Local Office.

Please note the following guidelines:

1. Members are eligible for **\$350** towards the cost of an AQ or ETFO credit course **while funds are available.**
2. Members are eligible for AQ Course funding **once every 4 years** (e.g. If a member is granted \$350 in 2008-09, they would not be eligible to apply for AQ funding again until 2012-13, providing funds are available)
3. Members must ensure that the application form is received by the PETL Office **at least 15 school days prior to the beginning of the course** to be eligible for funding.
4. Members **can apply to the fund even before their registration has been confirmed** by the course provider.
5. Members **are not** eligible to receive both AQ funding and regular PETL PD funding in the same year. (July 1, 2008 – June 30, 2009)
6. Funds available for AQ courses will be divided up into each AQ term (Summer 40% – taking place in July and/or August; Fall 30% – taking place between September and December; Winter/Spring 30 %– taking place between January and June);
7. For Fall 2008 AQ Courses:
  - a) All **eligible** applications received up until 4:00 p.m. on **September 5** will be held on file; **AND ONE OF THE FOLLOWING (b or c):**
  - b) **If the total dollar amount of applications received by September 5 exceeds available funds, a lottery will be held to determine which applications are approved;** those applicants that are not selected in the lottery will be placed on a waiting list in the case of cancellations; **OR**
  - c) **If the total dollar amount of eligible applications does not exceed the available funds,** all **eligible** funds will be approved; eligible applications received after September 7<sup>th</sup> will be approved on a first-come first-served basis until the funds are exhausted.
8. Timelines for submitting applications for Winter/Spring courses will be posted on the homepage of the website and in the Members Area of the Member Message Board in November 2008, if not earlier.
9. Please note: Members are not eligible for PD funding while they are on-leave.

**Notification of approval and denial will be sent to applicants via courier. Approval is always dependent on following all of the above guidelines and availability of funds.**



# Peel Elementary Teachers' Local ADDITIONAL QUALIFICATION (AQ) COURSE FUNDING APPLICATION FORM

## Eligibility

1. Members may be approved for **\$350 towards an AQ course (or ETFO credit course) while funds are available.**
2. Teachers are eligible for AQ course funding **once every 4 years.** (e.g. If a member is granted \$350 in 2007-08, they would not be eligible to apply for AQ funding again until 2011-12 if funds are available. However, a member would be eligible to access regular PETL funding in 2008-09, 2009-10, and 2010-11 while funds are available.)
1. Members **are not** eligible to receive both AQ funding and regular PETL PD funding in the same year (July 1 – June 30).
4. Members must ensure that the application form is received by the PETL Office **at least 15 school days prior** to the beginning of the course to be eligible for funding.

### TO BE COMPLETED (Please print clearly)

Date \_\_\_\_\_ Date of last approved PETL PD funding \_\_\_\_\_  
Day / Month / Year Day / Month / Year

Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
(Located on your pay stub)

Work Location \_\_\_\_\_

**DETAILS OF COURSE/EXPENSES:** *Summer* *Fall* *Winter/Spring*

**Course Provider (Institution):** \_\_\_\_\_ **Course Cost:** \_\_\_\_\_

**Course Code:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_ **Course Completion Date:** \_\_\_\_\_

I \_\_\_\_\_, upon receiving the amount approved below as reimbursement for professional development and employment related expenses, agree to retain copies of all receipts necessary for tax purposes and will hold ETFO Peel harmless of all tax related liability.

**Member Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Application Process

1. Complete this application form and submit the original copy of the application form **along with course information** (e.g. print out from university website, flyer, and/or registration form) to:  
*Peel Elementary Teachers' Local c/o The Educators' Centre, 6435 Edwards Blvd.*
2. **Retain a photocopy** of the application form for your records.
3. The application form must be received in the Local Office **at least 15 school days prior** to the start of the course.

## Reimbursement Process

**Upon successful completion of the course**, submit the following documents to the PETL Office:

1. The **approved copy** of the application form;
2. A copy of your **receipt** of payment from the course provider;
3. A **statement** of your successful completion of the AQ or ETFO Credit Course.
4. The deadline to submit the receipt for reimbursement is **no later than 90 days** after the completion of the course. After 90 days, the approved funds will be reallocated to the fund for other applications.

**Please direct questions to the PETL Office at 905-564-7233.**

### FOR OFFICE USE ONLY

Approval/Denial Date \_\_\_\_\_  
(day / month / year)

Amount Approved (circle one) \$0 \$350 Other \$ \_\_\_\_\_

Comments (if applicable): \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Paid to Member \$ \_\_\_\_\_

Cheque Number \_\_\_\_\_

Allocation \_\_\_\_\_

Date Issued \_\_\_\_\_  
(day / month / year)

Treasurer's Signature \_\_\_\_\_