



PEEL ELEMENTARY TEACHERS' LOCAL
PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES 2008/09
Up to \$350 per member per school year and up to two OT
(occasional teacher) days while funds are available.
Please read the following instructions.

PLEASE NOTE THE FOLLOWING KEY POINTS OF THE APPLICATION PROCESS:

1. All applications must be received at the PETL Office at least 15 school days prior to the conference. Applications cannot be accepted at the Local office during the summer.
2. Members must apply to STPDL. Although it is preferable that members apply to STPDL first, members 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 2008-2009 school year, please attach a copy of the approved STPDL form. STPDL is first payer on reimbursements!*
3. **Please note that Board mandated initiatives** (e.g. In the VP's Chair, Schools Attuned) will no longer be eligible for PETL funds. Other teacher-directed PD offered by the Board (e.g. Annual Psychology Conference, Who Me a Leader", etc.) will still be eligible.

Checklist: The Process

1. How to Apply:

At least 15 school days before your conference date, send your

- Completed PETL PD funding form; **forms are available online at www.etfopeel.com**.
- Copy of your conference information (e.g. flyer) or registration form;
- Copy of your STPDL application – **please apply to STPDL for the full cost of your conference (up to the \$400 limit) and for required occasional teacher days (up to the 2 day limit)** (If STPDL funds were granted for another 2008-2009 conference, attach a copy of the approved STPDL application).

2. How to be Reimbursed after your activity:

No later than 60 days after you attend your conference, send a

- Photocopy of the PETL PD form;
 - Original receipts (when possible) from the conference to avoid refusal of reimbursement and possible liability for occasional teacher costs;
 - Copy of approved/denied STPDL form, or the STPDL approval of another conference in the same year.
- * If STPDL has approved funding for the entire cost or part of the cost of your conference, please go through STPDL for reimbursement – they are first payer!**

3. Remember:

- Failure to follow the process will result in denial of funding.
- When calling for a occasional teacher, **use STPDL granted occasional teacher days first using CODE 67***. Use Code 69 for PETL granted occasional teacher days, **only after STPDL granted days have been used or if STPDL has not approved occasional teacher days**.
- Inform the office ASAP** if you have not been able to attend the conference, or if you have received STPDL. Funds will be reassigned as needed.
- A photocopy **of your approved** PETL PD form **must be sent to Human Resources** at the central board office **if you are using PETL granted occasional teacher days** – if you are not, the form does not need to be sent to HR.
- Members are only eligible for funding for **one conference/workshop per year (July 1, 2008 – June 30, 2009) and may not access AQ funding in the same year as regular PETL PD Funding**.
- Members **are not eligible** for AQ or PD funding **while they are on-leave**.

**Always confirm STPDL and/or PETL PD Funding PRIOR
to attending workshops/conferences.**

FORWARD ALL INFORMATION AND FORMS BY BOARD COURIER TO:
PEEL ELEMENTARY TEACHERS' LOCAL c/o The Educators' Centre
Attn: Janice Balesic, Secretary-Treasurer (treasurer@etfopeel.com)
Phone: (905) 564-7233 Fax: (905) 564-7236



