

D18 Educational Student Support Personnel & Designated Early Childhood Educators (ESSP/ECE)

APPLICATION TO ACCESS BARGAINING UNIT PROFESSIONAL DEVELOPMENT FUNDS

1. For the 2022-2023 school calendar year, the maximum reimbursement is up to \$700.00 per member per year for an approved application. Reimbursement of funds will NOT occur until a Certificate of Completion is received by the Bargaining Unit.
2. For 2022-2023 school calendar year, there will be \$ 8000.00 of PD Funds, in total, available through the Bargaining Unit from September to June.
3. These PD Funds are issued on a first come, first served basis, as determined by completed approved applications. Apply ONLY when the event/course registration forms become available. Applicants will be required to pay for professional development courses up front before reimbursement will occur.
4. Professional Development courses must be attended outside of regular work hours.
5. A *course* is defined as: "...a number of lectures or other matter dealing with a subject." (source: Merriam-Webster Dictionary) The PD Funds will only reimburse monies for a *course*. The PD Funds will not reimburse monies for any type of technology (e.g. Ipad, Chrome book, tablet, phone, walkie talkie, etc.).
6. The \$700.00 allotment covers the cost of the professional development course and related fees. Any expenses above \$700.00 will be the responsibility of the member.
7. Include a copy of the event/course literature, showing the date, location and costs. Also, include a copy of the completed registration form. Incomplete applications will not be considered for approval.
8. To be considered for funding, applications must be **emailed** to: Julie.wagner@d18.osstf.ca or sent via **intra office mailbag** to OSSTF Office – Elora, Attention: Julie Wagner. Applications must be received three weeks (3) PRIOR to the commencement of the event.
9. Submit scanned or photocopied receipts and Certificate of Completions to: Julie Wagner, via **email** (screen shots and photos are NOT acceptable) or by **inter-office mail**. Please submit your receipts/ Certificate of Completion as soon as possible to avoid delays in reimbursement.
10. The Treasurer will issue reimbursement cheques when all receipts and the Certificate of Completion is received.
11. Please keep copies of all receipts and other relevant documentation, in the event any paperwork is mislaid.



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PLEASE PRINT CLEARLY

Name: _____ Job Class: _____

Work Location: _____ Phone Number: _____

Personal Email: _____

PROVIDE THE FOLLOWING INFORMATION

1. Professional Development description – Provide detailed information including course date(s) & location

2. Costs – Provide detail of potential costs (registration, travel, hotel, meals, program materials, and other).

Cost (\$)	Item Detail

I have received OSSTF Bargaining Unit Professional Development Funding in the past: YES NO

Applicant Signature

Date

Send completed form to: julie.wagner@d18.osstf.ca OR Intra-office mail: OSSTF Office: Elora, Attention: Julie Wagner

PLEASE NOTE: Professional Development funds are approved on a first come, first served basis for \$700.00 per member per school year. The Bargaining Unit Treasurer must receive all receipts for the cost of the Professional Development, course information, and Certificate of Completion before reimbursement occurs.

Office Use Only
Application Approval (date & signature) _____

Receipts Received (date & signature) _____

Certificate of Completion received (date & signature) _____

Reimbursement Cheque Issued (date & cheque number & signature) _____