



## **OSSTF D14 PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

### **APPLICATION for 2017-2018**

#### **Teacher Bargaining Unit AND Occasional Teacher Bargaining Unit**

In an effort to assist members who wish to pursue **individual professional development opportunities**, the District 14 Educational Services Committee has allocated some of its yearly budgeted funding to be accessed as **reimbursement**.

1. This funding is available for professional development undertaken during the 2017 – 2018 school year. It could include AQ courses taken, costs incurred (registration, tuition, fees, associated mandatory course materials, accommodations, and transportation costs) to attend professional development conferences, and other P.D. activities such as certification programs, courses, lectures, and workshops.

**Principal / Senior Administration Courses (and supporting activities) are NOT eligible for this OSSTF-sponsored funding.**

2. Members are asked to assume costs relating to the individual professional development opportunity, and to submit copies or originals of receipts with their application for reimbursement afterward. Costs must have been paid in advance and occurred in the fiscal year of the fund – May 1st, 2017 to April 30th, 2018.
3. Financial assistance may be approved to a maximum of \$300 per member, for the year, based on the total number of approved applications as well as the available total funds. Members may make more than one application per year if subsequent PD activities are undertaken, up to the total yearly maximum. **Members who occupy positions in both Bargaining Units are subject to the same yearly total maximum of \$300.**
4. This reimbursement is available to assist in covering costs associated with registration, tuition, fees, associated mandatory course materials, accommodations, and transportation costs. Mileage is reimbursed at \$0.42 per kilometer. OSSTF will not reimburse meals, release time, or Occasional Teacher costs.
5. Using a Reimbursement Application Form, found on the OSSTF District 14 website ([www.d14.osstf.ca](http://www.d14.osstf.ca)), members should submit receipts (keep a copy for your personal records) directly to the District Office. **CLEARLY MARK THE ENVELOPE WITH “EDUCATIONAL SERVICES COMMITTEE – PROFESSIONAL DEVELOPMENT REIMBURSEMENT”.**
6. Reimbursement claims **MUST** be received at the District Office **NO LATER THAN** May 4th, 2018. For any PD activities completed after May 1st, 2018 requests for funding will fall under the next year’s funding and guidelines.
7. If you have questions regarding the eligibility of an activity or about the fund in general, please email:  
[traceygerma@nexicom.net](mailto:traceygerma@nexicom.net) (TBU) **OR** [erinleonard@nexicom.net](mailto:erinleonard@nexicom.net) (OTBU)