

Pembina Trails Joint PD Fund 2024 – 2025

Frequently Asked Questions Updated 08-24-2024

To support and enhance professional learning, the Pembina Trails Teachers’ Association Members have access to an annual Joint Professional Development Fund, as stipulated by the Collective Agreement.

A completed application including a description on how this PD will enhance your professional practice must be submitted electronically and include the principal/supervisor’s authorization.

The following two supporting documents **must** be included and attached to your application:

- A course description
- A pdf copy of the program or registration form

Note: hyperlinks to websites or brochures must be contained within a word or pdf attachment.

Claims for Reimbursement:

Receipts for reimbursement must be submitted electronically by July 15, 2025, with the exception of CATEGORY 6 receipts which must be submitted by June 1, 2025.

Application Deadlines	Application Review Meetings
September 26, 2024	October 15, 2024
October 22, 2024	November 13, 2024
December 17, 2024	January 20, 2025
February 20, 2025	March 4, 2025
April 22, 2025 (Category 6 cut off date)	May 7, 2025
May 27, 2025	June 11, 2025

Category	Application Restrictions
<u>MTS Day</u>	No restrictions; may apply for any other category throughout the school year.
<u>1</u>	Not eligible to apply for categories 3 or 5.
<u>2</u>	Not eligible to apply for category 3; Two year maximum.
<u>3</u>	Not eligible to apply for categories 1, 2, or 5; May apply only once every two years.
<u>4</u>	No restrictions.
<u>5</u>	Not eligible for Master’s or PhD programs; Must be related to specific fields of study.
<u>6</u>	Only one application per year.
<u>7</u>	No restrictions.

***To learn more about each category and review the FAQ’s, click on the category number link above.**

General Questions about the Joint PD Fund:

1. Who may apply to the Joint PD Fund to participate in a PD opportunity?

- PTTA Members (general or term contract) can apply to the Joint PD Fund. Term Teachers may apply as long as the PD event occurs during the time while on contract (note that Category 6 applications shall be pro-rated for Term Teachers).
- If on Maternity or Paternal Leave you can apply as you are still an employee of Pembina Trails School Division.

2. Can I be told to apply to the Joint PD Fund?

No. The Joint PD Fund is designed for autonomous PD that is teacher-directed and no member should be signed up, pressured, or 'voluntold' by anyone. Any PD that a principal/supervisor wishes you to take needs to be funded from other sources.

3. How do I apply to the Joint PD Fund?

Through the Pembina Trails Divisional Portal under Quick Links OR jointpd.pembinatrails.ca

4. When can I make an application for the following year?

You can fill out an application for the following year at any time.

5. Can I submit an application AFTER my PD has started to the Joint PD Fund?

No

6. How do I withdraw an application?

Contact Jackie Scott jscott@pembinatrails.ca and let her know you will need to withdraw your application. **Please Note:** There is no penalty for withdrawing an application.

7. How will I know if my application was received and/or approved?

Once you have submitted your application and it has been forwarded by your principal/supervisor, you will receive a confirmation email. When the application has been approved by the Management Committee you will get a confirmation email, except for MTS PD Day, within two weeks after the scheduled Joint PD Management Meeting.

8. How will I know if my application was denied?

Assistant Superintendent Troy Scott will contact applicants directly within two weeks after the Joint PD Management Meeting.

9. Who books the substitute I will need while participating on the PD activity?

You are responsible for booking the substitute. All absences for Joint PD must be entered into Smart Find Express even if no substitute is required.

10. Can I apply to more than one category in the same school year?

See brochure for category limitations or contact ptta@mymts.net.

11. I want to get the Early Bird pricing on a PD activity. Can I pay this before I get funding approval?

Most PD applications are approved if they fit the criteria but there is no guarantee in any year that all applications will be approved so you are taking a chance by booking early. *You can help mitigate this by applying as early as possible to the Joint PD Fund.

12. What should I do if for some unforeseen reason I am unable to participate in the PD activity for which I received approval?

You must contact the following by email:

- Jackie Scott at jscott@pembinatrails.ca
- Assistant Superintendent Troy Scott at troy.scott@pembinatrails.ca
- Also, please copy your principal/supervisor on the email.
- If this is a Category 4 application, you must also include your Team Leader in the email.
- Be sure that you cancel any substitute that you may have booked.

13. Am I able to make edits on the Online Application?

Edits can be made only when you save the application but do not submit it. Once the application has been submitted you can no longer make changes.

14. Can I make changes or alter details on my PD activity after it has been approved?

It depends on timing. Please email Jackie Scott jscott@pembinatrails.ca and cc pttaped@mymts.net . This is on a case-by-case basis.

15. I accidentally created two Applications for the same PD, what do I do?

Contact Jackie Scott at jscott@pembinatrails.ca

16. I am having difficulty applying online. Can you offer any suggestions?

Contact Jackie Scott at jscott@pembinatrails.ca OR contact divisional IT at 204-488-1767 ext. 1120.

17. Where do I send my Joint PD Claim Form?

Joint PD Claim Forms get sent to accountspayable@pembinatrails.ca
Please submit your receipts in PDF Form ONLY if submitting electronically.

Category 1 – Local and eLearning PD (including MTS PD Day)

- ✓ With the exception of MTS PD Day, if applying to Category 1, you are not eligible to apply to Categories 3 or 5.
- ✓ Up to \$1,200 per year plus the cost of up to three substitute days or 6 half days.

QUESTIONS SPECIFIC TO CATEGORY 1

- 1. How much am I allowed for MTS PD Day?**
A maximum of \$100 towards registration fee.
- 2. Can I apply to Categories 3 or 5 if I apply for MTS PD Day Funds?**
Yes.
- 3. Can I apply for more than one local (Category 1) PD event in the same school year?**
Yes, to a maximum \$1,200 plus 3 substitute days.
- 4. What kind of PD activities can I apply to participate in?**
Conferences, workshops, school visits, eLearning, and/or clinics.

Please Note: School visits must be with recognized educators in their field of study and provide a unique and innovative experience. eLearning PD is defined as non-university courses taken online either in real-time or recorded; and must be offered by a recognized educational institute.

- 5. Can I attend a professional development activity rather than attend MTS PD Day?**
No. All PTTA members must attend MTS PD Day sessions for their Full Time Equivalent (FTE) on that day.

Category 2 - University Coursework (cannot apply to Category 3)

Master's/Doctorate Programs

- ✓ Up to \$1,800 per year (2 year maximum) plus \$600 Continuation Fee.
- ✓ Required textbooks and materials are an allowable expense ***within*** the maximum \$1,800.
- ✓ Fees for health/dental coverage charged by the university are ***not*** an allowable expense.

University Coursework

- ✓ Up to \$600 for 3 credit hours to a maximum of \$1,800 per year.
- ✓ Additional coursework, for applicable fields of study, may be supported by Category 5. Please see the brochure for details.

QUESTIONS SPECIFIC TO CATEGORY 2

1. When can I apply to the Joint PD fund for a course?

You must apply **before** the start date of the course.

2. What supporting documents are required for my application?

- A course description from the institution of study that confirms the course name and number
- The number of credit hours of the course
- The start date(s).
- Do not include an account summary or receipt.

3. When can I submit a claim for university coursework?

Once the course is underway or after it has been completed.

Category 3 – Non-Local PD Opportunities

- ✓ Cannot apply to Category 1 (except MTS PD Day), or Categories 2 or 5
Up to \$2,800 plus the cost of up to three substitute teacher days.
- ✓ Canadian per diem \$60.00.
- ✓ US per diem \$80.00.

QUESTIONS SPECIFIC TO CATEGORY 3

1. How often can I apply to Category 3?

Once every two years.

2. How far from the city must the PD activity be?

Greater than 75 km from the perimeter of the City of Winnipeg.

3. Do I need to upload information with my application?

Yes, you must upload and attach supporting documents (not hyperlinks) that include conference and registration information. Hyperlinks can be added onto the supporting documents as additional information.

4. What type of PD opportunities can I apply to in this category?

National or International conferences, workshops, school visits and/or clinics.

Please Note: School visits must be with recognized educators in their field of study.

5. Should I book a flight for my PD event before I have been approved?

Please contact Jennifer Paszkat ptta@mymts.net

6. If I don't know the exact costs of my proposed PD event for items such as airfare and hotel, what should I do when filling out my application form?

Do your best to provide estimates. (compare current costs, etc.). You are entitled to \$2,800 so asking for the full amount will assist in making sure you do not have to ask for an increase if flights or hotel prices increase.

7. What happens if the PD session is cancelled due to unforeseen reasons such as a natural disaster, political unrest, or pandemic?

Be sure to email Jackie Scott at jscott@pembinatrails.ca and share the information and necessary details about the reason for the cancellation. This will be dealt with on a case-by-case basis.

It is your responsibility to check any health or travel restrictions. Please be sure to purchase cancellation insurance.

Category 4 - Professional Learning Teams (PLT)

- ✓ Up to \$1,800 per team of 2 - 4 individuals.
- ✓ Up to \$3,000 per team of 5 or more individuals.
- ✓ An additional \$1,400 can be requested for an outside expert presenter, collaboration/classroom visits *The outside expert is only for PLT participants and can only receive one payment of up to \$1,400.
- ✓ Note that the cost of Substitute Teacher days is factored **within** the overall maximums indicated above.

QUESTIONS SPECIFIC TO CATEGORY 4

1. How do I apply to participate in a PLT?

One person on the team needs to be designated Team Leader. The Team Leader may not be the Principal or Vice Principal and they must complete the Category 4 application on behalf of the team.

2. Can part-time teachers participate in a PLT?

Yes.

3. What do I need to put in my detailed plan?

- SMART GOALS (Specific, Measurable, Achievable, Relevant, Timely).
- Specific learning outcomes for team members.
- A focus on learning and growth.
- Applicants are encouraged to utilize learning verbs (i.e. learn, explore, gather)
- Do not use words such as student or teacher product
- **NEW! In the portal we have created [Category 4 application Guidelines](#). Please use this exemplar to help assist in your application**

4. What is financially accepted/covered as part of a PLT?

Professional books and materials for teacher use only. The fund does not cover costs for food or mileage.

5. How are funds reimbursed for a PLT?

It is the responsibility of the Project Leader of the Professional Learning Team to download a Joint PD Category 4 Claim Form and complete. All or some of the receipts may be submitted, in PDF electronically, before the PLT is completed.

6. I am unsure where I indicate we are having an expert in the field or guest speaker?

When creating your plan please indicate that you are going to be accessing the guest speaker amount. Please indicate the amount of the guest speaker and include the cost in your final amount.

Category 5 – Additional Opportunity for University Coursework

- ✓ Up to \$400
- ✓ Cannot apply to Category 3

QUESTIONS SPECIFIC TO CATEGORY 5

1. What courses are eligible in this category?

Only coursework towards obtaining qualifications for:

- Resource
- Counselling/School Administration
- English as an Additional Language
- French: Communication and Culture
- French Immersion
- Teacher Librarian

2. What are eligible expenses for Category 5?

Required textbooks and related course materials are an allowable expense to the maximum of \$400.

3. When can I apply to Category 5?

After 9 credit hours are complete in Category 2.

4. Can I apply for additional coursework for a Master's Program in this category?

No.

Category 6: Books and Resources for Autonomous PD

✓ Up to \$300

QUESTIONS SPECIFIC TO CATEGORY 6

1. What are some suggested eligible items in Category 6?

- Books
- Journals
- Magazines
- Other published works
- Audiobooks
- Videos
- Subscriptions (hard copy/online)

2. Can I purchase electronic devices, for Category 6?

No

3. Why is the application deadline now in April?

There are hundreds of applications to be processed at the same time. The earlier deadline assists in smoother processing time.

4. Do I have to have all my books and resources purchased by the application deadline?

No

5. When and where do I submit my receipts?

Fill out a Joint PD Claim Form. Receipts must be attached to the Claim Form. Any attached receipts submitted electronically must be PDF copies. Receipts for Category 6 MUST be submitted by June 1st, 2024.

Category 7: Reconciliation

✓ Up to \$500

QUESTIONS SPECIFIC TO CATEGORY 7

1. Can I use the funds for an Elder?

No.