

**Category 5 - Additional Opportunity for University Coursework  
Up to \$400**

- In addition to the annual request allowed for each member in Category 2, an additional request for reimbursement may be made, to the maximum of \$400 for one additional 3 credit hours after 9 credit hours are complete in Category 2.
- To be eligible, only coursework towards obtaining qualifications for Resource, Counselling, School Administration, English as an Additional Language, French: Communication and Culture, French Immersion, Teacher Librarian and Indigenous Education will be considered.
- Required textbooks and related course materials are an allowable expense to the maximum of \$400.
- Additional coursework for a Masters Program is not supported in Category 5.

**\*Only those expenses that are part of an approved application form can be claimed.**

**In order to be processed on time, applications should be received by the administrator/supervisor at least one week before the application deadlines as listed below.**

**Application Deadlines:**

**Monday, September 25, 2017**

**Tuesday, November 14, 2017**

**Monday, January 15, 2018**

**Tuesday, February 20, 2018**

**Monday, April 16, 2018**

**Monday, June 4, 2018**

Current application forms and the Frequently Asked Questions section are available online on the following websites:

Pembina Trails School Division: [www.pembinatrails.ca/staff/joint\\_pd\\_fund.html](http://www.pembinatrails.ca/staff/joint_pd_fund.html)  
Pembina Trails Teachers Association: [www.ptta.ca/professional-development.html](http://www.ptta.ca/professional-development.html)

**\*All applications must be received before the Professional Development activity takes place. Applicants will receive written notice of the committee's decision approximately two weeks after the application date.**



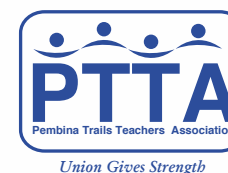
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# Professional *Development Fund*



## Collective Agreement Article 7.5(i)

*Any professional development activity must have as its aim and purpose to provide benefit and furtherance to the educational activities of the Pembina Trails School Division.*



In the interest of enhancing professional growth, an annual fund determined by the Collective Agreement is available to association members for the purpose of **Professional Development**. This will be administered by the Management Committee with equal representation from the association and the division.

PTTA members (general or term contract) have the right to apply to the Joint PD Fund for financial support (July 1 - June 30) as outlined in the individual categories. An application to Category 5 (Additional Opportunity for University Coursework) can be made only after exhausting approved funding in Category 2.

PD opportunities should relate to professional assignment, related activities as part of professional assignment, subject area professional development and/or personal Professional Growth Model (PGM) plans which may include divisional, school or individual learning goals.

The Joint PD Fund Management Committee will convene at least six times each year to review applications. Applications must be received at the administration office before the activity takes place. Confirmation of funding with an approval number will be sent out immediately after the Joint PD Fund Management Committee meetings.

**A completed application including a description on how this PD will enhance your professional practice with administrator/supervisor's authorization must be submitted to the Assistant Superintendent of Human Resources & Policy. Supporting documents include course description, a copy of the program and/or registration form.**

Application forms must be completed online from within the divisional network at:  
[www.pembinatrails.ca/staff/joint\\_pd\\_fund.html](http://www.pembinatrails.ca/staff/joint_pd_fund.html)

Any changes in previously approved support including cancellations must be submitted to the Assistant Superintendent of Human Resources & Policy for approval. Applicants must supply original receipts for costs incurred along with the claim form. Credit card statements will not be accepted.

A comprehensive list of Frequently Asked Questions are available at:  
[www.ptta.ca/professional-development.html](http://www.ptta.ca/professional-development.html)



### **Category 1 - Local and eLearning PD (cannot apply to Categories 2, 3 or 5)**

**Up to \$400 per year plus the cost of up to three substitute days (can be taken as half days).**

- Within 75 km of the Perimeter Highway of the City of Winnipeg.
- Conferences, workshops, school visits, eLearning and/or clinics.
- 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; must be offered by a recognized educational institution.
- Allowable expenses for this category can include related materials required for the activity as well as reasonable meal costs, parking and mileage to the maximum of the \$400 allowed for this category. SAGE Conference fees are not eligible.

### **Category 2 - University Coursework (cannot apply to Categories 1 or 3)**

**\*As per the Collective Agreement, Article 2.5(i) before embarking on either a Post-Baccalaureate or Masters Program, email the Assistant Superintendent of Human Resources & Policy.**

#### **University Coursework**

Up to \$400 for 3 credit hours (1 course), \$800 for 6 credit hours (1 full or 2 half courses) up to a maximum of \$1,200 per year. Additional coursework, if applicable, may be supported by Category 5.

Category 2 can be claimed for reimbursement after the course is underway or completed.

#### **Masters Program**

**Up to \$1,500 per year (2 year maximum) plus one year of Continuation Fees up to \$600.**

- Required textbooks and materials are an allowable expense to the maximum of the \$1,500 allowed for this category.
- Mileage or meal expenses are not allowed in this category.
- If a member misses applying for the first year in the Masters Program, they may still apply for a second year. However, they would only be eligible for one year of support plus one year of Continuation Fees.

**\*Fees for health/dental coverage charged by the university are not an allowable expense.**

### **Category 3 - Non-Local PD Opportunities (cannot apply to Categories 1, 2 or 5)**

**Up to \$1,400 plus the cost of up to three substitute days.**

- PD opportunity must be at least two days in duration excluding travel time.
- PD opportunity must be greater than 75 km from the perimeter of the City of Winnipeg.
- Applicants will be eligible to apply to this category once every 2 years.
- Eligible PD opportunities include: national or international conferences, workshops, school visits and/or clinics.
- School visits must be with recognized educators in their field of study.

### **Category 4 - Professional Learning Teams (PLT)**

**Up to \$1,500 per team of 2 to 4 individuals or up to \$2,575 per team of 5 or more individuals.**

- Participation in PLTs is voluntary and not meant to be mandated by administration.
- In addition to an annual request for each member, consideration will be given to proposals of special topics or programs. Approvals will not be granted to any applicant for more than two Category 4 proposals per year.
- Proposals need to be collaborative and teacher initiated.
- The fund does not support purchase of materials for student use or food. Professional books and materials are for teacher use only.
- Mileage cannot be claimed in this category.
- Teams can be composed within schools, multi-schools, worksites, multi-grades or subject areas.
- School-wide PD, conferences, workshops or clinic fees are ineligible.
- Every team must designate a Project Leader who will submit the application on behalf of the team. The Team Leader must include names and locations of all team members, excluding non-teaching or non Pembina Trails staff.
- Except for substitute costs, the Project Leader is responsible for making all requests for reimbursement.