

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.
- Required textbooks and related course materials are an allowable expense to the maximum of \$400.
- Additional coursework for a Master's Program or PhDs are not supported in Category 5.
- To be eligible, only coursework towards obtaining qualifications for:
 - Counselling
 - Resource
 - French
 - School Administration
 - French Immersion
 - Teacher-Librarian
 - Indigenous Education
 - English as an Additional Language

Category 6 – The purchase of teacher learning resources. Purchase of electronic devices, student or classroom resources, or other equipment is not permitted:

Up to \$300.

- One submission per school year.
- Application cut-off date is **April 22, 2025**.
- Claims cut-off date is **June 1, 2025**.

Category 7 – Reconciliation:

Up to \$500. (No substitute teacher time available).

- PD opportunities and/or course work/professional learning resources/books/videos that involve:
 - Truth and Reconciliation Calls to Action
 - Missing and Murdered Indigenous Women and Girls (MMIWG)
 - UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples)
 - Mamàhtawisiwin (Manitoba Indigenous Education Policy Framework)

In order to be processed on time, applications should be received by the administrator/supervisor at least two weeks before the application deadlines as listed below:

APPLICATION DEADLINES:

September 26, 2024

October 22, 2024

December 17, 2024

February 20, 2025

April 22, 2025 (Final cut off date for Category 6)

May 27, 2025

APPLICATION REVIEW DATES:

October 15, 2024

November 13, 2024

January 20, 2025

March 4, 2025

May 7, 2025

June 11, 2025

Claim forms and FAQ can be found: in the divisional portal - under the Human Resource tab.

*All applications must be received before the Professional Development activity begins.

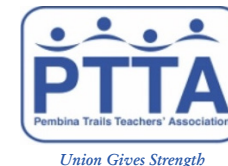
Professional Development Fund

2024 - 2025



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. All decisions made by the Management Committee are final.

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 present or upcoming 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 shortly 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 electronically. Supporting documents (not hyperlinks) should include a course description, a copy of the program and/or registration form.

Application forms must be completed online at:
[Joint Professional Development Fund \(pembinatrails.ca\)](http://pembinatrails.ca)

Any changes in previously approved support including cancellations must be submitted to Troy Scott the Assistant Superintendent of Personnel & Education Services for approval. Applicants must **email** completed Joint PD claim form and all receipts for costs incurred to **accountspayable@pembinatrails.ca**. Credit card statements will **not** be accepted. Receipts must be submitted electronically with your claim form for Category 6 **by June 1, 2025 and for all other categories by July 14, 2025**. A comprehensive list of **Frequently Asked Questions (FAQ)** is available (see bottom of page 4).

Category 1 - Local and eLearning PD members who successfully apply to Category 1, cannot apply for Categories 3 or 5). MTS PD Day is exempt from category restrictions.

Up to \$1200 per year plus the cost of up to three substitute teacher 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 prearranged and endorsed by the principals of all schools involved - all details of teachers and dates involved must be included in the original application. The school visit dates must be at least one week AFTER the upcoming JT PD Management Committee Meeting.
- 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 meal costs (if not included up to \$15 for breakfast, \$20 for lunch, \$35 for dinner), parking (if not included) and mileage, to the maximum of the \$1200 allowed.
- MTS PD Day up to a maximum of \$100 per year.
- **Note: Do not attach the receipt to your application for MTS PD Day.**

Category 2 – University Coursework (If you apply for Category 2, you cannot apply to Category 3)

Applications for Category 2 will not be accepted after the course is underway or completed. You must apply to the Joint PD Fund prior to the start of the course.

University Coursework

Up to \$600 for 3 credit hours to a maximum of \$1,800 per year (2 year maximum). Additional coursework, if applicable, may be supported by Category 5.

Master's / Doctorate Programs

- Required textbooks and materials are allowable expenses to the maximum of the \$1,800 allowed for this category.
- **Fees for health/dental coverage charged by the university are not an allowable expense.**
- Mileage or meal expenses are not allowed in this category.
- Maximum of \$1,800 per year (2 year maximum), plus one year of Continuation Fees up to \$600.

Category 3 – Non-Local PD Opportunities (If you apply for Category 3, you cannot apply to Categories 1, 2 or 5)

Up to \$2,800 plus the cost of 3 substitute teacher 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.
- International school visits must be with recognized educators in their field of study.

Category 4 – Professional Learning Teams (PLT)

Up to \$1,800 per team of 2 to 4 individuals or up to \$3,000 per team of 5 or more individuals who want to participate. An additional \$1,400 can be requested, at the time of application submission, for an outside expert presentation, collaboration/classroom visits.

*** Please follow the Category 4 application guidelines located in the Human Resources divisional portal.**

- Participation in PLTs is voluntary and not meant to be mandated by administration or colleagues.
- 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.
- Mileage, food and excess time cannot be claimed in this category. The fund does not support purchase of materials for student use or food. Professional books and materials are for teacher use only.
- 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 Team 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 Team Leader is responsible for making all requests for reimbursement.
- The outside expert is only for PLT participants and can only receive one payment up to \$1,400.