

Pembina Trails Joint PD Fund 2026 – 2027

Frequently Asked Questions Updated 09-10-2026

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:

Claims with Receipts for reimbursement must be submitted no later than 1 month after the conclusion of the conference or course except those approved after the June Application Review Meeting to the Application Deadline in September 2027.

CLAIM FORMS CAN BE FOUND ON THE DIVISIONAL WEBPAGE WHERE THE JOINT PD PORTAL IS LOCATED.

Application Deadlines	Application Review Meetings
September 24, 2026	October 14, 2026
November 2, 2026	November 18, 2026
December 18, 2026	January 20, 2027
February 17, 2027	March 10, 2027
April 21, 2027	May 12, 2027
May 28, 2027	June 9, 2027

Category	Application Restrictions
A	No restrictions; may apply for any other category throughout the school year.
B	Not eligible to apply for categories D
C	Not eligible to apply for category D
D	Not eligible to apply for categories B or C; May apply only once every three years.
E	No restrictions.

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.
- 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.

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/COURSE 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 Category A, 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 vicepresident-pd@ptta.mbteach.org.

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 meet 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 troyscott@pembinatrails.ca
- Also, please copy your principal/supervisor on 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?

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 Troy Scott troyscott@pembinatrails.ca and Jennifer Paszkat vicepresident-pd@ptta.mbteach.org 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

18. What date do I need to submit my Claim Form?

Your Claim Form MUST be submitted one (1) month after the completion of your PD or course.

19. I realized I forgot to submit my Claim Form from last year. Can I still submit my Form?

No. Forms MUST be submitted within one (1) month after the completion of your PD or course. If your Claim Form is later, you will not be able to receive reimbursement.

Category A - MTS PD Day

✓ \$50

QUESTIONS SPECIFIC TO CATEGORY A

1. **How much am I allowed for MTS PD Day?**

A maximum of \$50 towards registration fee.

2. **Is there any restrictions if I apply to any other Categories if I access MTS PD Day Funds?**

No.

3. **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 B - Local and eLearning PD (if you apply for Category B you cannot apply to Category D)

- ✓ Up to \$1,000 and three (3) substitute days.

QUESTIONS SPECIFIC TO CATEGORY B

1. **Can I apply for more than one local (Category 1) PD event in the same school year?**

Yes, to a maximum of \$1,000 plus 3 substitute days.

2. **What kind of PD activities can I apply to participate in?**

Conferences, workshops, school visits, eLearning, and/or clinics.

3. **Do you cover parking, taxi, uber, or bus cost?**

No

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. School visits must be confirmed by Teachers and Principal (Administrator) at both schools.

Category C - University Coursework (If you apply for Category C, you cannot apply to Category D)

- ✓ University Post-Baccalaureate/Master's/Doctorate Programs
- ✓ Up to \$1,600 per year.
- ✓ Required textbooks and materials are an allowable expense **within** the maximum \$1,600.
- ✓ Fees for health/dental coverage/parking/bus pass charged by the university are **not** an allowable expense.

QUESTIONS SPECIFIC TO CATEGORY C

1. **There used to be separate amounts for Post-Baccalaureate and Masters, as well as length of time you could access the fund. Does this still exist?**

To make the Joint PD Fund easier for Members to access, we have combined all university programs/courses under one umbrella. You are eligible for \$1600 per school year (July 1-June 30).

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

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

3. **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.

4. **When can I submit a claim for university coursework?**

Once the course is underway or within one (1) month after it has been completed.

Category D- Non-Local PD Opportunities (If you apply for Category D, you cannot apply for Category B or C)

- ✓ Up to the cost of \$2500 every three (3) years and the cost of three (3) substitute teacher days.
- ✓ PD must be greater than 250 km from the perimeter of the City of Winnipeg.

QUESTIONS SPECIFIC TO CATEGORY D

1. **How often can I apply to Category D?**

Once every three (3) years.

2. **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.

3. **If I am presenting at the PD/Conference, can I apply for Category D?**

Yes and No. If you are attending and presenting at the PD/Conference, Joint PD Fund will cover the costs of the days you are not presenting. Reminder, Joint PD is not meant to cover travel expenses so you can only present.

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 as well as location, date, confirmation from Leader/Principal and Teacher.

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

Please contact Jennifer Paszkat vicepresident-pd@ptta.mbteach.org for more information.

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 \$2,500 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 E: Reconciliation

- ✓ Up to \$500
- ✓ Coursework, Professional Learning Resources
- ✓ Elder (*new*) If engaging with an Elder for a half day, a half day Substitute Teacher is available

QUESTIONS SPECIFIC TO CATEGORY E

1. How do I engage with an Elder using Category F?

Engaging with an Elder through the Joint PD Fund allows you to individually spend half a day with an Elder to further your reconciliation journey. You may apply for funds to pay an Elder* for a half-day as well as to provide substitute coverage for up to a half day if a substitute is required. *Funds will be **in line** with the current Metro Division rates.

2. Can I engage with a Knowledge Keeper instead of an Elder?

Yes, as long as you are engaging with a Knowledge Keeper or Elder who is recognized as such by their communities.

3. Can I access this Fund to pay for an Elder visiting my classroom?

No, the Joint PD Fund is for your personal and individual learning. For funding of classroom Elder visits, please consult with your Principal and/or divisional Indigenous Education team.