

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:	APPLICATION REVIEW DATES:
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

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

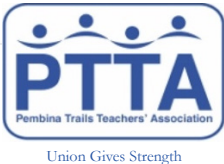
***All applications must be received before the Professional Development activity begins.**

Professional Development Fund

2026 - 2027



Collective Agreement Article 8.06



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, the Joint PD Fund determined by the Collective Agreement is available to Association Members for the purpose of **Professional Development**. This is administered by the Management Committee with equal representation from the Association and the Division. All decisions made by the Joint PD Fund Management Committee are final.

Participation in PD activities that are funded by Joint PD are to be voluntary and self-directed. Joint PD Funded activities are not to be mandated by others.

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.

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.** If approved, 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 principal's/supervisor's endorsement must be submitted electronically before the start of the PD. Supporting documents need to include relevant PD details such as, the course/program name, venue and description.

Application forms must be completed online in the HR Department portal which can be found in the Pembina Trails Divisional portal: <https://smailpembinatrails.sharepoint.com/sites/humanresources>

Any changes in previously approved application including cancellations must be submitted to Troy Scott, Assistant Superintendent of Personnel and Education Services for approval. To receive reimbursement for approved applications, applicants must email a completed Joint PD claim form, along with all receipts for cost incurred, to accountspayable@pembinatrails.ca within one (1) month of completion of the PD activity. The only exception to this is for June PD activities which must be claimed no later than July 14th, 2027. Credit card statements will not be accepted. A comprehensive list of Frequently Asked Questions (FAQ) is available in the divisional HR Department portal.

Category A – MTS PD Day up to \$50 per year for Registration.

Category B – Local and eLearning PD (If you apply to Category B, you cannot apply for Category D). Up to \$1000 per year plus the cost of up to three substitute teacher days (can be taken as half days).

Does not include accomodation.

- Within Manitoba, up to 250 km from 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 two (2) weeks AFTER the upcoming Joint 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.

Category C – University Coursework (If you apply for Category C, you cannot apply to Category D) \$1600 per year.

- **Tuition for the course(s), required textbooks, materials, registration fee, continuance fees are allowable expenses to the maximum of the \$1600 allowed for this category.**
- Fees for health/dental coverage or late fees charged by the university are **not** allowable expenses.

Category D – Non-Local PD Opportunities (If you apply for Category D, you cannot apply to Categories B or C) Up to \$2500 every 3 years and 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 250km from the perimeter of the City of Winnipeg.
- Applicants will be eligible to apply to this category once every 3 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. School visits must be prearranged and endorsed by the administrator of all schools involved - all details of teachers and dates involved **must** be included in the **original application**.

Category E – Reconciliation: Up to \$500

PD opportunities and/or course work, professional learning resources/videos that involve:

- Truth and Reconciliation Calls to Action.
- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Missing and Murdered Indigenous Women and Girls (MMIWG).
- Mamàhtawisiwin (Manitoba Indigenous Education Policy Framework).
- Engaging with an Elder through Category E allows you to individually spend a half day with an Elder to further your reconciliation journey. Half - Day Substitute coverage is provided while you engage during your learning. The use of an Elder for classroom visits is not permitted.
- If a substitute teacher is required, that cost must be factored into the \$500 maximum.