Application for Subsidy for Professional Development* OECTA PVNC Unit

(please scan and email to office@pvncoecta.ca or Board courier)

PROCEDURE: (for the use of permanent teachers **AND NEW to occasional members**)

I. You Must:

1. send this application for subsidy to the Unit office a **MINIMUM OF TWO WEEKS PRIOR TO THE PROFESSIONAL DEVELOPMENT EVENT.** Applications received **AFTER** the conference **WILL NOT BE CONSIDERED FOR FUNDING.**

2. complete Part A of the application and accompany it with conference/course information in order to be processed. **Please submit one or two photocopied pages from the conference etc. brochure/catalogue**. YOUR PD SUBSIDY CANNOT BE CONSIDERED WITHOUT THESE PAGES.

II. We Will:

3. return your application within one week of receipt, indicating approval or disapproval.

4. once approved, **cover** the cost of registration**, accommodation, meals and transportation to a **maximum of $350** (Note: $350 x % for part time teachers) per fiscal year (July 1 ~ June 30)

III. You Must:

5. submit your claim to the Unit office within **60 days** after the conference or successful course completion. Part B of the application form must be completed and submitted with all receipts. **PAYMENT WILL NOT BE MADE FOR EXPENSES WITHOUT PROPER RECEIPTS.(Note: the Unit does NOT cover supply teacher costs)**

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