

TEACHER-DIRECTED
PROFESSIONAL DEVELOPMENT
APPLICATION
July 1, 2011 – June 30, 2012

Name : _____ Date of Application: _____

School: _____ Grade/Position: _____

Workshop/Conference/Course/Other (Must take place between July 1/11 and June 30/12) _____

Provider/Group: _____

ANTICIPATED EXPENSES: (Reimbursement maximum is \$500 including all expenses noted below)

Registration fee: _____ Mileage (\$0.50/km): _____

Meals (Maxima: Breakfast \$15; Lunch \$20; Dinner \$30): _____

Accommodations: _____

Technology: _____

Occasional Teacher coverage(circle one): yes no (\$228.32/day) \$ _____ **TOTAL**

Teacher's Signature

Principal's Signature

* only necessary if Occasional Teacher coverage required

1. Attach a copy of the workshop/conference/course/other brochure containing details to this form and submit to OECTA: Hamilton-Wentworth for approval. **Incomplete forms will be returned.**
2. Following approval, you will receive an expense form which you must complete and submit to OECTA: Hamilton-Wentworth. **Original receipts must be attached; no exceptions.**
3. You may only access P.D. reimbursement one time per school year.
4. Funds are allocated on a first come, first served basis. Funding will be allocated in the following two blocks: **block 1 = July 1, 2011 - December 31, 2011; block 2 = January 1, 2012 – June 30, 2012.** To qualify for funding, your course must begin within the block.
5. Keep in mind that the Professional Development noted must be congruent with your Annual Learning Plan.

FOR OFFICE USE ONLY

Date: _____

AMOUNT APPROVED: \$ _____ + OT day(s) _____ = _____

Approved By: _____

Brian Harrington
President, OECTA HW

Lisa Marconato
Chief Negotiator/Contract Management Officer