



Date _____
Received _____

IN-SCHOOL REMEDY PD FUNDING FORM

APPLICANT INFORMATION

Name: _____ School: _____
 Email: _____ Date of Application: _____
 What subjects are you teaching this year? _____

WORKSHOP/COURSE INFORMATION

Conference Title/Course Name & Number: _____
 Location: _____ Start & End Dates: _____

How does this activity enhance your professional practice? [BCTF PD Lens](#) Is this a PD Day? Yes No

FUNDING

In-School Remedy Funding Allotment	Funds Requested	Funds Approved (DTA OFFICE USE ONLY)
<p><i>(Follow on-site process for fund authorization and specify the individual responsible for reimbursement):</i></p> <p>Available In-School Remedy Funds: \$ _____</p> <p>Authorized By (Full Name): _____</p> <p>Admin Assistant Name & Email Address: _____</p>	<p>Registration / Tuition Fee</p>	
	<p>TTOC max of 1 @ \$433.00/day Date: _____</p>	
	<p>Travel Expenses (Canada & US only) (complete form 5020TA & Attach)</p>	
	TOTAL	

I have **attached** supporting documents for my conference/workshop/course including the date, location, cost, and a brief description.

I have **attached** a **travel & accommodation form** (if applicable), along with the supporting travel documents.

DTA OFFICE USE ONLY

Funding Status

APPROVED MODIFIED DENIED

Funding denied or modified

Reason: 1 2 3 4 (see guidelines on page 2)

Date: _____

PD Chair's Signature: _____

Email sent to Admin for authorization of in-school remedy funds payout on this date: _____



IN-SCHOOL REMEDY POLICIES AND PROCEDURES

Approvals and allocations are governed by the current DTA PD Policy and Guidelines as listed below. If you have any questions, please email brianna@deltateachers.org or call the DTA office at 604-946-0391.

• **Professional Development In-School Remedy funds cannot be used for:**

- Ministry-sponsored curriculum implementation programs
- Text or manual purchases
- Travel within Metro Vancouver
- Travel (other than Canada or USA)
- Chaperoning
- Administration-directed PD
- District sponsored programs/events
- Membership Fees (with the exception of PSA day in October)
- Resources
- Curriculum development
- Subscriptions
- Entry Fees (museums, concerts, games)

- To ensure your application is accepted, it must be submitted **before** your PD activity begins: **14 days in advance** for Regular PD and **up to the day before** for Credit Courses, as per current policy. We cannot accept applications for completed courses, workshops, or conferences, nor for those that have already started before we receive your application.
- These deadlines are strictly enforced, except for **PSA day applications**. PSA applications will be accepted if received by the DTA by **4:00 PM the day before** the PSA day. If you want to attend regardless of DTA approval, pay for your conference/workshop before you have been approved.
- Credit Course funding covers **tuition cost only** and is intended to support courses that offer post-secondary credits from a [CRA accredited university](#).
- Travel and accommodation costs may be subsidized for conferences outside Metro Vancouver, within Canada and the USA. Car-pooling and room sharing are expected. Please complete and attach the **Travel and Accommodation Form** as well as all relevant travel documents, such as hotel and flight information.
- Authorization for payment will be granted upon submission of receipts and completion documents to the DTA after the workshop, conference, or course is complete.
- If necessary, a **maximum** of one TTOC day is allowed per application.

Checklist for In-School Remedy Application Form:

<ul style="list-style-type: none"> <input type="checkbox"/> Review the DTA Policies above <input type="checkbox"/> Verify your remedy amount with your remedy chairperson <input type="checkbox"/> Complete the form <input type="checkbox"/> If applicable, include your Travel & Accommodation form. Be sure to keep copies of all documents for your records 	<ul style="list-style-type: none"> <input type="checkbox"/> Email the completed form(s) along with the conference or course details (including start and end dates, cost, location, and a brief description) as well as travel info (if applicable) to brianna@deltateachers.org <input type="checkbox"/> Once you receive the signed and approved form from the DTA, proceed with registering and paying for the conference, workshop, or course 	<ul style="list-style-type: none"> <input type="checkbox"/> If necessary, obtain a release code from your admin, and book your TTOC <input type="checkbox"/> After attending, email your receipts to Brianna before submitting them to your admin for reimbursement. Be sure to do this before the end of the school year
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Reasons applications are denied or approved for a modified amount:

- 1) Form was submitted after the deadline, and late approval has already been granted.
- 2) Membership fees, supplies, subscriptions and/or entry fees are not covered.
- 3) Does not meet the BCTF PD Lens standard.
- 4) Late application has been approved as a one-time exception. Future late applications will not be approved.

Appeals for denied applications should be directed to the DTA Professional Development Committee in writing **within 30 days of the date of denial**. Refer to **DTA Constitution & Bylaws Article 12.04**