



PROFESSIONAL DEVELOPMENT APPLICATION

APPLICANT INFORMATION

Name: _____ School: _____
Email: _____ Date of Application: _____
Home Address (if TTOC): _____
What subjects are you teaching this year? _____

WORKSHOP/CONFERENCE INFORMATION

Title: _____
Location: _____ Date: _____

Is this a PD Day? Yes ☐ No ☐

How does this activity enhance your professional practice? [BCTF PD Lens](#)

FUNDING

	School/District Funding Provided (by Principal)	DTA Funds Requested	DTA Funds Approved (office use only)	REQUIREMENTS Principal or VP Signature: _____ <i>Application will <u>only</u> be reviewed if <u>signed</u></i> ☐ I have <u>attached</u> my conference or workshop supporting documents (including: date, location, cost, and a brief description)
Registration Fee				
TTOC ____ @ \$433.00/day Date: _____				
Travel Expenses (Canada & US only) (complete form 5020TA & Attach)				
TOTAL				

DTA OFFICE USE ONLY

Funding Status

☐ APPROVED ☐ MODIFIED ☐ DENIED

Date: _____

PD Chair's Signature: _____

Funding denied or modified

Reason: 1 2 3 4 5 6 (see guidelines on page 2)

Payment Info: Date _____

Cheque # _____

Amount \$ _____



PROFESSIONAL DEVELOPMENT POLICIES AND PROCEDURES

Please note that the Delta Teachers' Association PD fund is intended to provide financial assistance to encourage members to participate in PD activities. **The entire cost of attending a conference is not always covered.** Approvals and allocations are governed by the 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.

- The DTA PD fund identified and funded in contract is available for all **"active, dues paying"** DTA members to apply for funding for teacher-directed PD. Funded activities include conference/workshop registration and non-credit courses. Other funding is available and the forms can be found on the website—Self-Directed **form 5160SD**, Credit Course **form 5020CC**.
- All active, dues paying members are eligible to apply for professional development funds up to **\$800.00** per year.
- **The DTA does not provide funding for:**
 - Ministry-sponsored curriculum implementation programs
 - Text or manual purchases
 - Travel within Metro Vancouver or outside of Canada or the USA
 - Chaperoning
 - Administration-directed PD
 - Conferences that are not directly related to your teaching position
 - District sponsored programs/events
 - Membership Fees (with the exception of PSA day in October)
 - Resources
 - Curriculum development
 - Subscriptions
 - Entry Fees (museums, concerts, games)
- In order for an application to be accepted, it must be received at the DTA office for approval at least **14 days prior to the conference/workshop** complete with conference documentation. Exception: PSA applications will be accepted if received by the DTA by 4:00 pm the day prior to the PSA day. If you want to attend regardless of DTA approval, pay for your conference/workshop before you have been approved.
- Travel and accommodation may be subsidized for conferences **outside Metro Vancouver but within Canada or the United States**. Car-pooling, room sharing is expected. Please complete and attach the **Travel and Accommodation Form #5020TA**.
- Funds must be claimed by September 15th of the next school year.

Checklist for PD Application Form:

☐ Review the DTA Policies above	☐ Email the completed form along with the conference details (including date, cost, location, and a brief description) to brianna@deltateachers.org at least 14 days prior to the conference/workshop.	☐ Once you receive the signed and approved form from the DTA, proceed with registering and paying for the conference/workshop.
☐ Complete the form	☐ If applicable, include your Travel & Accommodation form. Be sure to keep copies of all documents for your records.	☐ If necessary, book your TTOC
☐ Attach conference details, including the date, cost, location, and a brief description		☐ After attending email your receipts to Brianna for reimbursement if you didn't submit them at the time you sent in your application
☐ Have your Principal/VP sign and indicate amount of school or district funding		

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) Maximum funding limit of **\$800.00** has been reached.
- 3) Membership fees, supplies, subscriptions and/or entry fees are not covered.
- 4) School/District funding should be used.
- 5) Does not meet the BCTF PD Lens standard.
- 6) 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**