



PROFESSIONAL DEVELOPMENT APPLICATION

SELF-DIRECTED

POLICIES—PLEASE REVIEW BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION

This funding is intended for individuals to support their **personal** professional development plans. Eligible activities include school or program visits, collaboration, mentoring, and peer coaching, all of which must take place during regular school hours. This funding **CANNOT BE USED FOR CONFERENCES OR WORKSHOPS**. Each member is limited to **1 TTOC PER DAY PER YEAR**, and there is a total of 20 self-directed days available annually for the entire membership. Please note that this funding is separate from the annual PD limit. Applications must be submitted to the DTA office by email brianna@deltateachers.org or fax 604-946-1629 **at least 14 days prior to the activity**.

APPLICANT INFORMATION

Name: _____

School: _____

Email: _____

Date of Application: _____

SELF-DIRECTED PD INFORMATION

Date of Activity: _____

Location of Activity: _____

Please provide a purpose and a brief description of the learning objectives for this date:

PRINCIPAL'S APPROVAL—SIGNATURE REQUIRED IF ABSENT FROM SCHOOL

Principal's Signature: _____

TTOC REQUEST

Release Time: TTOC required for ☐ 1 day or ☐ 1/2 day @ **\$463.00 per day** **Total Amount Requested \$** _____

DTA OFFICE USE ONLY

Funding Status

☐ APPROVED ☐ MODIFIED ☐ DENIED

Date: _____

PD Chair's Signature: _____

Total Amount Approved \$ _____

Payment Info: Date _____

Cheque # _____

Amount \$ _____

Reasons funding was denied or modified

1. Form was submitted after the deadline, and late approval has already been granted.
2. Already used self-directed day this year.
3. Does not constitute self-directed PD.
4. All 20 release days have been used by the membership.
5. Late application has been approved as a one-time exception. Future late applications will not be approved.