



PROFESSIONAL DEVELOPMENT APPLICATION

APPLICANT INFORMATION

Name: _____ Date of Application: _____

Worksite: _____

What subjects are you teaching this year? _____

WORKSHOP/CONFERENCE INFORMATION

Title: _____

Location: _____ Date: _____

Is this a PD Day? Yes ☐ No ☐

How is this activity relevant to your current teaching assignment according to the [BCTF PD Lens](#) ?

REIMBURSEMENT INFORMATION— If approved, how would you like to be reimbursed?

E-transfer— provide email address: _____

Cheque —provide worksite or mailing address if TTOC: _____

FUNDING

	School/District Funding Provided (by Principal)	DTA Funds Requested	DTA Funds Approved (office use only)
Registration Fee			
Travel Expenses (Canada & US only) (complete form 5020TA & Attach)			
TTOC ____ @ \$463.00/day Date: _____			
TOTAL	\$ 0.00	\$ 0.00	

REQUIREMENTS

Principal or VP Signature: _____

Application will only be reviewed if signed

- ☐ I have attached my conference or workshop supporting documents (including: date, location, cost, and a brief description)
- ☐ I have attached my Travel & Accommodation form (if applicable), along with the supporting travel documents.

DTA OFFICE USE ONLY

Funding Status

☐ APPROVED ☐ MODIFIED ☐ DENIED

Date: _____

PD Chair's Signature: _____

Payment Info: Date: _____

Confirmation or Chq #: _____

Amount: \$ _____

Reasons funding was denied or modified

- 1) Form was submitted after the deadline, and late approval has already been granted.
- 2) Maximum funding limit of **\$1,000.00** 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.



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 determined by the PD Committee. If you have any questions, please contact 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 **\$1000.00** per year.
- **The DTA does not provide funding for:**
 - Ministry-sponsored curriculum implementation programs
 - Text or manual purchases
 - Travel 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 **within Canada or the United States**. Car-pooling and room sharing is expected where possible. 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 ☐ Complete the form ☐ Attach conference details, including the date, cost, location, and a brief description ☐ Have your Principal/VP sign and indicate amount of school or district funding	☐ 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. ☐ If applicable, include your Travel & Accommodation form. Be sure to keep copies of all documents for your records.	☐ Once you receive the signed and approved form from the DTA, proceed with registering and paying for the conference/workshop. ☐ If necessary, book your TTOC ☐ After attending, email your receipts to Brianna for reimbursement if you didn't submit them at the time you sent in your application
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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) Maximum funding limit of **\$1,000.00** 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**