


## Professional Learning (PL) Funding Comparison Chart 2018-2019

Category	<a href="#"><u>STPDL Funding</u></a>	<a href="#"><u>PETL Conference Funding</u></a>	<a href="#"><u>PETL Status of Women Funding</u></a>	<a href="#"><u>PETL Course Funding</u></a>
<p><i>This comparison chart is intended as a brief overview of the professional learning funding available to members (contract and probationary teachers) of the Peel Elementary Teachers' Local.</i></p> <p><b>Please visit the PETL website (<a href="http://www.etfopeel.com">www.etfopeel.com</a>) to review the full guidelines for each category and for application forms.</b></p>				
<b>What is it?</b>	<ul style="list-style-type: none"> <li>• Short Term Professional Development Leave Fund;</li> <li>• Money negotiated into the Collective Agreement for elementary teachers to fund self-directed professional learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Peel Elementary Teachers' Local PL Conference Funding;</li> <li>• Money set aside by the Local to fund short term professional learning activities (conferences, workshops, professional courses) for PETL members.</li> </ul>	<ul style="list-style-type: none"> <li>• Peel Elementary Teachers' Local Status of Women Committee Professional Learning Fund;</li> <li>• Money set aside by the Local to fund professional learning which promotes Leadership for Women, Women's Issues, or Equity Issues.</li> <li>• <i>The Status of Women PL Funding can be accessed instead of, or over and above STPDL and other PETL PL Funding.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Peel Elementary Teachers' Local PL Course Funding;</li> <li>• Money set aside by the Local to specifically fund AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses.</li> </ul>
<b>Who administers it?</b>	<ul style="list-style-type: none"> <li>• The Local, along with the Peel District School Board, has an STPDL committee in each of its Superintendencies (13) plus the Board Office.</li> </ul>	<ul style="list-style-type: none"> <li>• PETL Secretary-Treasurer oversees approval of funds.</li> </ul>		
<b>When are funds approved?</b>	<ul style="list-style-type: none"> <li>• Applications are processed at a monthly meeting (meeting dates published on PETL website).</li> </ul>	<ul style="list-style-type: none"> <li>• Applications are processed within approximately 1 to 2 weeks of being received at the Local office.</li> </ul>		
<b>Funding Limits?</b>  <i>* While funds are available.</i>	<ul style="list-style-type: none"> <li>• STPDL can fund up to <b>\$350*</b> for conference registration, transportation, and accommodation costs;</li> <li>• STPDL can fund up to <b>2 days for OT coverage.*</b> (Code 67)</li> </ul>	<ul style="list-style-type: none"> <li>• PETL can fund up to <b>\$300*</b> for conference registration, transportation, and accommodation costs;</li> <li>• PETL can fund up to <b>2 days for OT coverage.*</b> (Code 69)</li> </ul>	<ul style="list-style-type: none"> <li>• PETL Status of Women can fund up to <b>\$800*</b> for conference registration, transportation, and accommodation costs, and may also be used toward 3 days of OT coverage as needed.* (Code 69)</li> </ul>	<ul style="list-style-type: none"> <li>• PETL can fund up to <b>\$400*</b> for an eligible course;</li> </ul>
<b>How does a member apply?</b>	<ol style="list-style-type: none"> <li>1. Fill out the STPDL funding application form;</li> <li>2. Include conference information (e.g., flyer);</li> <li>3. <b>Must be received by the STPDL chair no later than the committee meeting which precedes the conference;</b></li> <li>4. The STPDL fund can be accessed once per year while funds last. If funds are still available in the spring, a second approval may occur.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fill out the PETL PL Conference Funding Application Form;</li> <li>2. Include conference information (e.g., flyer);</li> <li>3. Attach a copy of your approved/denied STPDL application (when applicable);</li> <li>4. <b>Must be received in the Local office at least <u>10 school days</u> prior to the conference start date;</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Fill out the PETL Status of Women PL Funding Application Form;</li> <li>2. Include conference information (e.g., flyer);</li> <li>3. Attach a copy of your approved/denied STPDL application (if applicable);</li> <li>4. <b>Must be received in the Local office at least <u>10 school days</u> prior to the conference start date;</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Fill out the PETL PL Course Funding Application Form;</li> <li>2. <b>Must be received in the Local office by no later than the published <u>start date of the course.</u></b></li> </ol> <div style="text-align: right; margin-top: 20px;">  </div>

<b>Where do members send their application packages?</b>	Send the completed application package, including original forms, to the STPDL chair for your superintendency via Board courier. Faxed and scanned copies will not be accepted.	PETL Course or Conference <b>“for email submission” applications</b> should be sent to: <a href="mailto:treasurer@etfopeel.com">treasurer@etfopeel.com</a> .  Send the completed application package fax (905-564-7236) or via Board courier to: Peel Elementary Teachers’ Local Educators’ Centre Attn: Secretary-Treasurer
<b>Contact Person?</b>	See the STPDL Chairs and Meeting Dates posted on the PETL website for your chairperson, location, and meeting dates.	Kellea Martin, Secretary-Treasurer Phone: 905-564-7233 Fax: 905-564-7236 Email: <a href="mailto:treasurer@etfopeel.com">treasurer@etfopeel.com</a>

## FUNDING EXAMPLES (Conference/Workshop)

**Please note:** *STPDL is considered first payer for the calculation of PETL PL Conference Funding approvals and reimbursements.* PETL considers the \$350 maximum allowable from STPDL to cover the first \$350 of PETL eligible expenses. If a member applies to and receives funding from both STPDL and PETL, he/she must **access the full STPDL funding first.**

**Scenario # 1: Workshop occurs within 8 weeks!** - Conference costs of \$200 (registration/transportation/accommodation) and 1 OT day are required

Member applies *concurrently* to STPDL and to PETL for full eligible amounts

- Funding is approved by STPDL and by PETL (conditionally, pending STPDL decision)
  - Member must use the OT coverage supplied by STPDL and send receipts in to Accounting at CBO for reimbursement
  - Member should contact PETL to cancel funding so that it can go back into fund. *Approvals are not transferable to another activity.* The member would then be eligible to apply to PETL for funding of another activity while funds are available.
- *If STPDL funds were not approved in this scenario*, the member would be able to use the conditional PETL approval to attend the activity.

**Scenario #2: Conference costs of \$650 (registration/transportation/accommodation) and 2 OT days are required**

Member applies first to STPDL, receives a response, and then applies to PETL for full eligible amounts

- STPDL approves \$350 maximum and 2 OT days
  - Member must use the OT coverage supplied by STPDL and send all receipts in to STPDL-Accounting at CBO for reimbursement
- PETL approves up to an additional \$300 *for eligible expenses* and 0 OT days
  - Member sends receipts for *all eligible, approved expenses* to PETL to be reimbursed for the approved difference (\$650 - \$350 = up to \$300).

**Scenario #3: Conference costs of \$900 (registration/transportation/accommodation) and 3 OT days are required**

Member applies first to STPDL, receives a response, and then applies to PETL for full eligible amounts

- STPDL approves \$350 maximum and 2 OT days
  - Member must use the OT coverage supplied by STPDL and send all receipts in to STPDL-Accounting at CBO for reimbursement
- PETL approves up to an additional \$300 maximum *of eligible expenses* and 1 OT day
  - Member sends receipts for *all eligible, approved expenses* to PETL to be reimbursed for the approved difference (\$900 - \$350 = up to \$300 max).

**SPTDL and PETL FUNDING IS BASED ON THE CURRENT FULL GUIDELINES FOUND ON THE [WEBSITE](#) AND ON AVAILABILITY OF FUNDS**

**Always confirm STPDL and/or PETL funding *before* registering for or attending a conference or workshop**