

Professional Learning (PL) **COURSE** Funding Guidelines (2022-2023)

Members are eligible for one (PL) Funding approval (Course or Conference) in the same funding year

Professional Learning (PL) Course Funding applications are now being accepted for courses taking place between July 1, 2022 and June 30, 2023. Some allowance *may* be made if a course begins just before or ends just after these dates.

ELIGIBILITY

1. Funding is available to PETL members only, that is to teachers who are under permanent contract or are probationary teachers. PETL Funding is **not available** to short or long-term occasional teachers.
2. Members **are eligible** for PETL PL funding while they are on leave.

PROCESS

To Apply for PETL PL Course Funding (Providing funding is still available):

1. Submit a completed PETL PL Course Funding Application Form (2022-2023) to the Local.
2. *****NEW***** Members must ensure that their application form is **received** by the PETL Office **by no later than the published end date of the course**. Information for submission is located below, and on the application form.
3. Faxed or emailed applications received outside of PETL business hours will be dated received on the next school day. Application forms are available online at <https://etfopeel.com/professional-learning-pl-funding/>
4. Members may complete and submit applications electronically, with full instructions found on the "PL Course Funding Application Form (for email submission) 2022-2023".

GENERAL INFORMATION

1. Members may apply **annually** for **up to \$400** towards the costs of either:
 - **one** course (only AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses); College/Diploma courses
 - OR**
 - **\$300 towards one** conference, workshop, or other professional course that supports their professional needs. Registration, Transportation, and Accommodation costs (excluding meals), and up to 2 Occasional Teacher days to attend that activity, may be requested.
2. All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines.
3. Members can apply for funding before they register for a course. However, the course must be open for registration at the time of application or openly advertised to the public
4. The deadline for receipt of applications for activities occurring during the 2022 summer months is the end of the PETL business day on June 24th, 2022. Applications received after this date will not be accepted.
5. The office will accept new applications again when it reopens on August 29th, 2022.
6. *Please note as well that the closure of the PETL office for all school holidays, including the Winter and March/Spring breaks, does affect application timelines. Applications are neither accepted nor processed during these times.*
7. Members can expect a response to their application in 5 to 10 school days, excluding July and August.

If approved for PETL PL Course Funding:

1. Your approval is for the course, dates, and maximum amounts listed on the approved application form. **Inform the Local office immediately** if you are unable to attend this course for which you were approved. Your approval will be cancelled, leaving you open to make a new application during the funding year, following all guidelines and timelines for new applications, while funds are available.

To Be Reimbursed After Completion of an Approved Course, submit the following to the Local within 90 days:

- a) Proof of course payment (e.g., receipt, copy of student record or credit card/banking statement)
- b) Proof of your successful completion of the approved course (e.g., transcript, letter/email from instructor)

NOTE ON DENIED APPLICATIONS

Applications may be denied for a variety of reasons (e.g., late, incomplete, etc.), the reasons for which will be shared in the response to the applicant. A denied application does not preclude a member from being able to 'reapply' or submit a new application. However, any 'resubmission' will be treated as a new application and is subject to all guidelines stated here.

FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS TO:

Julia Allen, Secretary Treasurer – via email: treasurer@etfopeel.com; via fax: (905) 564-7236; via Board Courier: Peel Elementary Teachers' Local (The Educator Centre)