

## **PETL COURSE PL Funding Guidelines (2023-2024)**

**Members are eligible for one PETL Course OR Conference PL Funding approval in the same funding year (July 1 – June 30)**

PETL Course Professional Learning (PL) Funding applications are now being accepted for courses taking place **between July 1, 2023, and June 30, 2024**. 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, i.e., 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 Course PL Funding (Providing funding is still available):**

1. Submit a completed PETL PL Course Funding Application Form (2023-2024) to the Local. *Application forms are available online at [www.etfopeel.com](http://www.etfopeel.com), under PL Funding → PL Course Funding (PDF)*
2. **Members must ensure that their application form is received by the PETL Office no later than the published end date of the course.** Information for submission is located below, and on the application form.
3. Applications received outside of PETL Office business hours (8:00 AM – 4:30 PM) will be dated received on the next school day.

### GENERAL INFORMATION

1. Members may apply **annually** for funding toward the costs of either:
  - **up to \$400 one** course (only AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses); College/Diploma courses

**OR**

  - **up to \$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 processing applications for activities occurring during the 2023 summer months is the end of the PETL business day on June 26<sup>th</sup>, 2023. Applications received after this date will not be processed until September. Members can still send applications over the summer by email which must still be received before the course end date, and they will be processed in September. The office will accept new applications again when it reopens on August 28<sup>th</sup>, 2023.
5. Please note as well that the closure of the PETL office for all school holidays, including the Winter and Spring breaks, does affect application timelines. Applications are neither accepted in person nor processed during these times. Applications can still be emailed but must be received before the course end date.
6. Members can expect a response to their application in 10 school days, excluding July and August.

### **If approved for PETL PL Course Funding:**

1. Please review your approval.
  - Your approval is for the course, dates, and maximum amounts listed on the approved application form.
  - **This approval is not transferable to a different course, different time period, or to another member. Inform the Local office immediately** if you are unable to attend the 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 Secretary-Treasurer within 90 days, in reply to your approval email which has the approved application number:

- 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)
- c) Work location to which your reimbursement cheque will be sent in the courier.

### 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 BY EMAIL TO:  
Julia Allen, Secretary-Treasurer, [treasurer@etfopeel.com](mailto:treasurer@etfopeel.com)**