

PETL CONFERENCE Professional Learning (PL) Funding Guidelines (2024-2025)

Members are eligible for ONE (1) PETL Course OR Conference Funding approval in the same funding year which runs July 1 through June 30

Members may apply **annually** for funding toward the costs of either:

- **One (1) course up to \$600** (AQ, ABQ, PQP, Undergraduate, Masters, or PhD courses); College/Diploma courses; Certification Courses
- OR**
- **One (1) CONFERENCE up to \$400** (Conference or workshop that supports their professional needs). Registration, Transportation, Accommodation and Meals (up to \$70 max per day), and up to **one (1) Occasional Teacher (OT) day** to attend that activity, may be requested.

PETL Conference Funding Applications are being accepted for conferences and workshops taking place **between July 1, 2024, and June 30, 2025**. Some allowance *may* be made if an activity begins just before or ends just after these dates.

ELIGIBILITY

- 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 as OTs, STOs and LTO as these workers are part of PEOT and can find funding information on their ETFO local website – www.peot.ca.
- PETL Members **can access** PETL Conference Funding while on leave.
- Board mandated initiatives are not eligible for PETL funds. Other teacher-directed professional learning opportunities or activities offered by the Board are eligible (e.g., Annual Psychology Conference, “Who, Me a Leader?”, “In the VP’s Chair”).

GENERAL CONFERENCE FUNDING INFORMATION

1. All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines. The funding year runs from July 1 through June 30, and funding “resets” July 1st.
2. Members can apply for funding before they register for a conference or workshop, however, the activity must be open for registration or openly advertised to the public (e.g., “Save the date” on the organizer’s website). Please review the provider’s withdrawal and refund policies. You must include specific dates (month, day, year) on your application.
3. **Members must ensure that their application form is received no later than ten (10) school/work days prior to the conference or workshop dates.**
4. The deadline for processing applications for activities occurring during July 2024, August 2024 and September 2024 is the end of the PETL Office business day on Friday, June 21st, 2024 (4:00 PM).
 - a. Applications received after this date will not be processed until September.
 - b. Members can still send applications over the summer (for September activities), but the application **must be received no later than ten (10) school/work days prior to the conference or workshop dates**, and it will be processed in September.
 - c. The Office will begin processing new applications again when it reopens on August 26th, 2024.
 - d. Members who have applied for Conference funding for September 2024 activities should expect an approval email by Monday, September 9th, 2024. Members should refrain from sending follow up emails to inquire about the status of their application before this date.

5. The closure of the PETL Office for all school holidays, including the Winter and Spring breaks affects application timelines. Applications are not processed during these times. Applications can still be emailed but **must be received no later than ten (10) school/work days prior to the activity dates.**
6. Applications received outside of PETL Office business hours (8:00 AM – 4:30 PM) will be dated received on the next school day – members must consider this to ensure they follow Guideline 5 above.
7. Members can expect a response to their application in ten (10) school/work days, excluding July and August and during school holidays. Members should refrain from sending follow up emails to inquire about the status of their application within this timeframe.

ELIGIBLE EXPENSES

1. Registration Expenses:
 - a. Where a member is not incurring a registration cost to attend a conference or workshop (e.g., member is presenting at the conference or workshop and the registration fee is being paid by the organization), **the member must provide the PETL with evidence of this cost being covered.**
 - b. PETL does not cover the cost of membership to organizations, except in instances when buying a membership at the time of registration for the conference reduces the total amount payable to attend the conference, or when purchasing a membership is mandatory in order to attend the conference.
2. Transportation Expenses:
 - a. Transit, Parking and Mileage expenses can be requested.
 - b. If driving your personal vehicle to the activity, include a Google Map link to support the actual travel distance from home to conference or workshop venue or hotel. The most direct route's mileage will be used to calculate the expense. You must specify the number of one-way trips taken. Please note, when carpooling only the driver can claim the mileage expense.
 - c. **Gas receipts will NOT be reimbursed.**
3. Accommodation Expenses:
 - a. **Receipts/Invoices from platforms such as AirBnB, Vrbo, etc., will NOT be reimbursed.**
 - b. Include anticipated expenses for hotels and indicate if you anticipate sharing the expense.
 - c. When submitting receipts, clarify any cost sharing and ensure that both names are indicated on the hotel receipt (or clearly mark each member's credit card payment which should also be shown separately on the receipt).
4. Meal Expenses:
 - a. When meals are provided at a function or activity, meal costs will not be reimbursed.
 - b. Reimbursement for meal expenses will be subject to a seventy-dollar (\$70.00) maximum per day.
 - c. Receipts must be dated the same as the conference or workshop dates and will max out at \$70 per day of the conference or workshop.

CONFERENCE FUNDING APPLICATION PROCESS

To Apply for PETL Conference Funding (providing funding is still available):

1. **Read** and **Follow** these full Guidelines
2. **Complete** the PETL Conference PL Funding Application Form in its entirety.
3. **Acknowledge** STPDL Funding
 - a. Eligible members must apply to STPDL before (or at the same time as) seeking additional funding through PETL Conference Funding. Ask your administrator to sign all funding

application forms at the same time. Attach a copy of your STPDL request or approval with your PETL Conference Application Form.

- b. **Only when STPDL funding is not available (i.e., for September activities), or if a member is on leave (and “ineligible” for STPDL), can they submit a PETL Conference Funding Application without STPDL.** In this case, skip to step four (4).
 - c. Ensure you have printed the STPDL form and reviewed the STPDL Guidelines, so you can seek your administrator’s signature on both application forms at the same time.
 - d. For PETL Conference Funding purposes, applications to STPDL must be for the full amount of an activity, even if this total surpasses the STPDL maximum, and for all required occasional teacher days (up to the 2-day STPDL maximum).
4. **Clarify** OT Day Requested
- a. When asking for an OT day through PETL, the member must clarify if it is beyond what was/will be granted by STPDL. OT day requests must match the conference or workshop dates, if not the member must also clarify in their email for what purpose the day is needed (i.e., requested for travel due to conference location out of province).
5. **Include** all anticipated eligible expenses on the PETL Conference Funding Application Form.
6. **Ensure** you and your Principal have signed the form (as well as the AD - see note below, if out of country).
- a. **Ensure** your STPDL Form is also signed and included
7. **Include** official conference information (e.g., registration form, **one** (1) page flyer or link to website showing save the date or open registration, etc.).
8. **Save** your application and all documentation requested in **one** (1) PDF file with the filename protocol “PETL Conference Application for NAME”.
9. **Email** your PETL Conference Funding Application Form (2024-2025) **by no later than ten (10) school/work days prior to the activity dates** to treasurer@etfopeel.com with the subject line “PETL Conference Funding Application”. You will receive an auto-reply email confirmation of receipt.

NOTE - OUT OF COUNTRY ACTIVITES

- A. Applications for ALL out of country activities must be approved by a PDSB Associate Director.
- B. Once your PETL Conference Funding Application (and STPDL Form) are signed by your Principal/Supervisor, forward your Applications to the Associate Director (See chart below, contacts correct as of June 1, 2023).
- C. The Associate Director will review and sign, then then return your application to you. Please allow enough time for the approval from the Associate Director.
- D. Continue with Process Step 6 above.

Harjit Aujla Assistant Pamela Khan	Paul da Silva Assistant Cynthia Gaston	Camile Logan Assistant Deanna Harris
A. Grant	Au	Battick
Chebaro (CBO)	Caslick	Ford
Dey	L. Grant	Gill
Leoni (CBO)	Mahoney	Hoppie (CBO)
Punjabi	Scuccato (CBO)	Hart (CBO)
Stubblings (CBO)	Smith (CBO)	Masood
White	Zammit	June 12, 2024

If approved for PETL Conference PL Funding:

Please review your approval form and email.

- Your approval is for the activity, dates, and maximum amounts listed on the approved application form.
- Your approval is ***not transferable*** to a different activity, different dates, or to another member.
- **Inform the Secretary-Treasurer immediately** if you are unable to attend the activity for which you were approved, or if STPDL Funding will cover all your expenses. 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.
- Book an occasional teacher, if approved and required.
 - a. Use any STPDL approved and granted occasional teacher days first using CODE 67.
 - b. Use CODE 681 only for any PETL approved and granted occasional teacher days.
 - c. Use of Codes without approval could result in it being converted to an unpaid day.
- Keep receipts for all *approved and eligible* expenses as they are required for reimbursement.
- Flag or pin your approval email for easy reference later.

To Be Reimbursed After Your Approved Activity:

IMPORTANT - STPDL is considered the first payer for the calculation of PETL Conference Funding approvals and reimbursements. This means when your expenses are under the total maximum reimbursable from STPDL & PETL Conference Funding combined, \$500 will be subtracted from your PETL Conference Funding reimbursement. Please ensure you send \$500 worth of receipts to STPDL following the STPDL Guidelines and send any remaining receipts for PETL *approved and eligible* expenses to PETL with a calculation of your anticipated reimbursement which will be subject to receipt verification and adherence to the Guidelines.

Submit the following to PETL in reply to your approval email within 90 days:

- i. A copy of your approved PETL Conference Funding Application Form or the Approved Application Number **2425-####**.
- ii. Receipts for approved and eligible expenses (see ELIGIBLE EXPENSES above) from the conference (copies are acceptable – keep copies for yourself).
 - Any expenses in US dollars must show conversion to Canadian dollars through a credit card statement.
 - When splitting costs for hotel accommodations with colleagues, include cost sharing and attribution of expenses.
 - Include your STPDL *Accounts Payable Direct Deposit Statement* and *Mileage Request Form Approval* (both of which will show a dollar amount).
 - Calculate your anticipated PETL reimbursement of the remaining beyond the \$500 reimbursed by STPDL (see *IMPORTANT* note above).
- iii. Work location to which your reimbursement cheque will be sent in the courier (home mailing address for Central Staff or members on leave).

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.

FORWARD ALL APPLICATIONS, FORMS AND RECEIPTS BY EMAIL TO:

Julia Allen, Secretary-Treasurer, treasurer@etfopeel.com