

STPDL Funding (Professional Development Request)

GUIDELINES (2025-2026)

*If funding or OT coverage is required to participate in the PD, it is the member's responsibility to ensure STPDL funding **BEFORE** registering for, or attending, a conference or workshop.*

Members may apply **annually** for funding toward the cost of a:

- **CONFERENCE/WORKSHOP up to \$500** for Registration, Transportation, Accommodation and up to **three (3) Occasional Teacher (OT) days** to attend the activity may be requested.
OR
- **AQ & ABQ COURSE up to \$750** for tuition/fee. The provider of which must appear on the **Additional Qualification Providers** list of the Ontario College of Teachers (OCT) website.

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.*
- Members on leave **are NOT eligible** for STPDL Funding.

GENERAL INFORMATION

1. All approvals are contingent on the availability of funding, member eligibility, and adherence to these guidelines. The Board's funding year runs from September 1st through August 31st, and funding "resets" September 1st. *There continues to remain a surplus of funds due to the pandemic years.*
2. Members must apply for STPDL funding approval before they register for a conference or workshop. 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 by the STPDL Chair by no later than 4:00 PM the day BEFORE the meeting date which comes prior to the conference or workshop dates, or AQ/ABQ course end date.** Applications received late will be denied. It is a member's responsibility to ensure their application arrives according to the timelines and is received by the correct STPDL Chair for their school's superintendency.
4. Approximately 40% of STPDL funds will be assigned to *professional development activities* occurring during the period between September 1st and December 31st. The remaining 60% will be reserved for *activities* occurring during the period between January 1st and August 31st.

5. The STPDL Committee will meet once a month to determine if applications will be approved. All applications are processed by the committee in the order in which they are received. Upon receipt, applications are dated and numbered by the Chair.
6. ***All STPDL Chairs will have their first meeting for 2025-2026 Funding on Friday, October 3rd, 2025.***
7. ***The STPDL Chairs Meeting Dates chart will be posted on www.etfopeel.com. Updates are made during the year, so always refer to this chart when sending correspondence.***
8. All STPDL Chairs will have their final meeting date on **Wednesday, June 17th, 2026**, (if funding remains in their superintendency) to process any applications for any summer Conferences/Workshops or summer session AQs/ABQs happening in July 2026 or August 2026.
9. Members can expect a response from their STPDL Chair through the courier in fifteen (15) school/workdays. Members should not send follow up emails to inquire about the status of their application within this timeframe.
10. ***Applications must be received by the STPDL Chair by 4:00 PM on the day before the meeting date which precedes the conference or workshop in order to be considered for funding. When applying for AQ/ABQ funding, applications must be received by the STPDL Chair by 4:00 PM on the day before the meeting date with precedes the AQ/ABQ course end date.***
11. The STPDL Chair is only responsible for the initial approval. Reimbursement information will be sent with the approved form through the courier from most Chairs. Members should keep copies of their approval documents and all receipts.
12. Applications in email should be sent as **one (1) PDF file** with all required documentation to support the application. If you are sending your application to your STPDL Chair in the courier, it is recommended that you follow up with an email to advise it was sent. STPDL Chairs are not responsible for delays in the courier or applications that go missing.
13. Members may be funded for **one activity per school year** that meets their individual professional development needs. Applications are not to be inconsistent with the teacher's Annual Learning Plan. If funds remain toward the end of the year (May - August), consideration will be given to those teachers who wish to apply for a subsequent professional development opportunity.
14. All teachers granted a Short-Term Professional Development Leave may be called upon to make a report to their staff on the activity in which they participated.
15. PETL members must use the **Professional Development Request Form** with the 2025-2026 date and the PETL logo in the top right-hand corner and the PDSB logo at the top left. **STPDL Chairs will not process outdated or generic forms** as these are missing information vital to the application and reimbursement process.

ELIGIBLE EXPENSES

1. Registration Expenses/Course Fees
2. Transportation Expenses
 - a. Transit, Parking and Mileage expenses
 - b. Mileage is calculated in accordance with Board policy, payable from the member's school/work location to the conference and back to the school/work location. Please provide the results from Google Map to support any mileage requests.
3. Accommodation Expenses
4. Occasional Teacher Coverage

- a. Up to three (3) days (Occasional Teacher Rate as of June 3, 2025, is \$309.34/day).
- b. The Principal's signature is required to acknowledge the day(s) absent or that no OT days are required.

STPDL FUNDING APPLICATION PROCESS

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

1. **Read** and **Follow** these full Guidelines.
2. **Complete** the green fields under Sections A and B of the Professional Development Request Form with the PDSB & PETL logos at the top and the 2025-2026 date in the top right-hand corner.
3. **Include** all anticipated eligible expenses on the Professional Development Request Form to the maximum amount.
4. **Ensure** you and your Principal have signed the form (as well as the AD – see note below if out of country).
5. **Include** official conference/course information (e.g., registration form, **one** (1) page flyer or screenshot of website showing course dates and fees, or conference save the date or open registration, etc.).
6. **Send** your Professional Development Request Form package in one PDF through email, or envelope through the courier, to the **STPDL Chair designated for your Superintendency by 4:00 PM the day before the meeting date which precedes the conference or workshop, or AQ/ABQ course end date, in order to be considered for funding.**

NOTE – OUT OF COUNTRY ACTIVITIES

- A. Applications for ALL out of country activities must be reviewed by a PDSB Associate Director.
- B. Once your Professional Development Request Form (and any other PETL Funding Application Forms) are signed by your Principal/Supervisor, forward your Applications to the Associate Director (See chart below, contacts correct as of June 3, 2025).
- 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 Wendi Biase	Paul da Silva Assistant Cynthia Gaston	Camile Logan Assistant Deanna Harris
Chebaro (CBO - CSI)	Au	A. Grant (CBO - EIESECR)
Leoni (CBO - LDSP)	Dey	Scuccato (CBO - SE)
Smith (CBO – IIP & PEVS)	Ford	Stubbings (CBO - SWB)
	Gill	
	L. Grant	
	Hart	
	Hoppie	
	Mahoney	
	Masood	
	Miller	
	Punjabi	
	White	
	Zammit	June 23, 2025

IF APPROVED FOR STPDL FUNDING

Please review your approved application form and letter for accuracy and information.

- **Approvals are not transferable to a different activity, different time period, or to another member.**
- **Inform your STPDL Chair immediately** if you are unable to attend the activity 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.
- Book an occasional teacher, if approved and required; this can be done as soon as the leave is approved.
 - a. Use any STPDL approved and granted occasional teacher days first using **CODE 67**.
 - b. Use of a Code 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. Keep copies for yourself.
- If a member has paid for a conference registration in full and has a receipt totalling over the maximum amount reimbursable by STPDL, they may submit receipt prior to attending the conference.
- Keep your approved STPDL form and letter from your STPDL Chair for easy reference.

TO BE REIMBURSED BY STPDL AFTER YOUR APPROVED ACTIVITY

DO NOT SEND YOUR STPDL REIMBURSEMENT REQUESTS TO THE PETL OFFICE OR YOUR STPDL CHAIR.

IMPORTANT - STPDL is considered the first payer for the calculation of eligible PETL member reimbursements. This means members are expected to submit their receipts to STPDL first. When your actual expenses are under the maximum reimbursable by both PETL and STPDL combined, the maximum reimbursable amount from STPDL will be subtracted from your PETL reimbursement. **For Conference/Workshop reimbursement**, please ensure you send \$500 worth of receipts to STPDL following these STPDL Guidelines and send copies of all 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 funding specific Guidelines. Questions about PETL & STPDL Funding Reimbursements can be sent to treasurer@etfopeel.com.

- STPDL reimbursement payment will be made by direct deposit.
- Members will receive an email from "Accounts Payable" when their STPDL reimbursement has been processed.

Send the following documentation in the COURIER to CBO - ACCOUNTING DEPARTMENT - STPDL GROUP 30:

A) TO BE REIMBURSED FOR AN AQ/ABQ COURSE:

- i. Your tuition invoice/receipt showing payment
- ii. Proof of course completion
- iii. A copy of your approved *Professional Development Request Form* & approval letter from your STPDL Chair.

B) TO BE REIMBURSED FOR A CONFERENCE/WORKSHOP: If mileage was approved by the STPDL Chair and is necessary to receive the full or partial amount, the member must fill out a [Mileage Request Form \(SharePoint Link\)](#). Members must complete the online form with their Principal/Supervisor as the "approver" of the online form. Please let your Principal/Supervisor know you have sent a mileage request and that it will be paid from STPDL funding. **Complete the mileage request form online and wait to receive payment BEFORE sending your STPDL reimbursement claim to CBO. Once you receive the email indicating you have been reimbursed for mileage, please print it and send that email along with the rest of your receipts to CBO - Accounting Department - STPDL Group 30.**

- i. Printed Mileage confirmation (if applicable) and original receipts for approved and eligible expenses to \$500 max (see ELIGIBLE EXPENSES above) from the conference/workshop (keep copies for yourself – Accounting does not provide copies once submitted).
- ii. A copy of your approved *Professional Development Request Form* & approval letter from your STPDL Chair.