



File #: _____

**Federation Fund Application for Member Initiated, Collaborative PD Session
(FOR PERMANENT CONTRACT TEACHERS ONLY)**

Complete application MUST be submitted BY EACH PARTICIPANT on an INDIVIDUAL basis

NAME _____ DATE OF APPLICATION _____

SCHOOL _____ I am a permanent contract teacher

Names of all ETFO permanent teachers participating in session: (maximum of 6 participants, 2 per school site)

DATE _____ AM or PM

LOCATION OF SESSION (school site or ETFO office) _____

RATIONALE FOR THIS PROFESSIONAL LEARNING OPPORTUNITY _____

NOTE:

- **Occasional teacher coverage for ½ day** will be provided when the application is approved based on review of the rationale submitted.
- *Teachers may apply to this opportunity twice per school year.*
- *A maximum of 2 teachers per school site may be released to attend the same PD session.*
- Completed application **MUST** be received at the ETFO Office a minimum of two (2) weeks in advance of the session date.
- Please scan and send application to Wendy Turner wturner@etfohalton.on.ca, or send through the Board courier mailbag.

****You must request OT coverage if you are scheduled to work on date of session. One half day release will be deducted from each participants' PL Fund yearly allocation, for each session. If an OT is not required for any of the participants, please explain below.****

Number of participants requesting release time _____
(Not to exceed 6 in total and no more than 2 per school site.)

Applicant's Signature: _____
(My signature confirms that I am a permanent contract teacher)