



Summary of Application Process and Criteria

PL funding for events, courses and/or resources is a yearly maximum of **\$750.00** per member, **plus release time for one day**, available annually from July 1st to June 30th.

- 1) Applications can be found in the Secure Area of our website: www.etfohalton.on.ca under the Members' Area tab, in Professional Learning.
- 2) Complete the appropriate application form and submit it with a copy of the brochure indicating registration cost and date(s), if applicable, and the receipt to the ETFO Office through the board courier or via email to wturner@etfohalton.on.ca.
- 3) Resource funding is available for:
 - subscriptions to an educational periodical,
 - membership in a professional association,
 - the purchase of a professional learning resource (up to \$100 yearly)
- 4) Course/Event funding is available for:
 - member-initiated classroom visits (with adequate explanation of purpose and learning opportunity),
 - member initiated, collaborative PD (with adequate explanation of purpose and learning opportunity),
 - professional learning opportunities: conferences, courses, networking sessions
 - AQ courses: **only ETFO AQ** courses will be considered for funding.

Funding for courses or events will be allocated in the following order:

- a) additional release time (OT) costs (in excess of the one day that is included)
- b) registration costs
- c) hotel accommodations

NB: The total claimed for additional release time + registration + accommodation is not to exceed **\$750.00**

ALL school-based members must request OT costs if it is a scheduled workday.

There is no funding for OT costs for days or half days on which a member does not normally teach.

- 5) Funding is **not** available for professional activities, institutes, or courses that:
 - are not supportive of the priorities or policies of ETFO (e.g., BMS Trainer)
 - could lead to positions outside federation membership (e.g., PQP.)
 - are sponsored by the HDSB or Ministry of Education or are scheduled on a PA Day
- 6) Funding is **not** available for
 - transportation, mileage, parking, or meals.
 - textbooks, classroom, or student resources (e.g., unit plans, black-line masters, workbooks)
- 7) A maximum of **six (6) members** from one school / site may receive funding for the same event.
- 8) **Fully completed** applications for **events that require a release code must** be received at the ETFO office **a minimum of two (2) weeks in advance of event start date**. Applications are considered in order of submission, according to the date of arrival at the ETFO office.
- 9) Members will receive a confirmation notice when their application is approved. Members should **not assume** their application will be approved, and therefore are advised to wait until receipt of confirmation notice before paying the registration fee.
- 10) Members must submit the statement of expenses with original receipts, and the job number **within the current school year and no later than June 14** to receive reimbursement of approved funds.

Please note: Reimbursement cheques not cashed within 6 months of issue will **not** be reissued.

11) Members approved for funding who did not / will not use allocated funds must inform Wendy Turner @ wturner@etfohalton.on.ca, immediately in order to be eligible for future funding or to allow another applicant to attend an event.