

## **D18 Educational Student Support Personnel & Designated Early Childhood Educators (ESSP/ECE)**

### **APPLICATION: D18 ESSP/ECE BARGAINING UNIT PROFESSIONAL DEVELOPMENT (PD) FUNDS**

1. For the 2024-2025 school calendar year, the maximum PD Funds reimbursement is up to **\$500.00** per active member per year for an approved application. Remuneration of funds will NOT occur until all receipts, application, course information & a Certificate of Completion is received by the Bargaining Unit Treasurer.
2. For 2024-2025 school calendar year, there will be \$10,000.00 of PD Funds, available through the Bargaining Unit from September to June.
3. The PD Funds are issued on a first come, first served basis, as determined by completed approved applications. Apply **ONLY** when the event/course registration forms become available. Applicants will be required to pay for professional development courses up front before reimbursement will occur.
4. Professional Development courses must be attended outside of regular work hours.
5. A *course* is defined as: "...a number of lectures or other matter dealing with a subject." (Source: Merriam-Webster Dictionary) The PD Funds will only reimburse monies for a *course*. The PD Funds will not reimburse monies for any type of technology (e.g. IPad, Chrome book, tablet, phone, walkie talkie, etc.).
6. Courses must be attended/completed within the current calendar year to be considered for reimbursement. All required documentation must be received before June 15 of the current calendar year to be processed for reimbursement. (D18 ESSP/ECE bargaining unit fiscal year ends June 30)
7. The \$500.00 allotment covers the cost of the professional development course & related fees. Any expenses above \$500.00 will be the sole responsibility of the member.
8. **Include a copy of the completed application and course registration form, event/course literature, showing the date, location and costs. Incomplete applications will not be considered for approval.**
9. To be considered for funding, complete applications must be **emailed** to: [Julie.wagner@d18.osstf.ca](mailto:Julie.wagner@d18.osstf.ca) or sent via **UGDSB courier** to OSSTF D18 Office – Elora, Attention: Julie Wagner. Submit scanned or photocopied applications, receipt(s) & Certificate of Completion via email (screen shots & photos are NOT acceptable) or by UGDSB courier. Please submit all relevant documents as soon as possible to avoid delays in reimbursement.
10. The Treasurer will issue reimbursement cheques when all the following criteria of application, receipts, course information & the Certificate of Completion is received.
11. Please keep copies of all relevant documentation, in the event any paperwork is mislaid.
12. The D18 ESSP/ECE Executive may change the Member PD Funds application and criteria without notice.



OSSTF D18 Educational Student Support Personnel & Designated Early Childhood Educators (ESSP/ECE)

APPLICATION: D18 ESSP/ECE BARGAINING UNIT PROFESSIONAL DEVELOPMENT (PD) FUNDS

PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Job Class: \_\_\_\_\_

Work Location: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Date: \_\_\_\_\_

PROVIDE THE FOLLOWING INFORMATION

1. Professional Development description – Provide detailed information including course date(s) & location

Blank lines for providing professional development description details.

2. Costs – Provide detail of potential costs (registration, travel, hotel, meals, mileage, program materials & other)

Table with 2 columns: Cost (\$), Item Description. Includes a Total Cost \$ row.

I have received OSSTF D18 ESSP/ECE Professional Development Funding in the past: YES [ ] NO [ ]

Applicant Signature

Date

Send completed form to: julie.wagner@d18.osstf.ca

OR UGDSB courier: OSSTF D18 Office: Elora, Attention: Julie Wagner

PLEASE NOTE: Professional Development funds for active OSSTF D18 ESSP/ECE members are approved on a first come, first served basis for maximum \$500.00 per active member per school calendar year. The Treasurer must receive all required documents of application, receipts, course information, and the Certificate of Completion before reimbursement occurs.

Office Use Only
Application Approval (date & signature)

Receipts Received (date & signature)

Certificate of Completion Received (date & signature)

Reimbursement Cheque Issued (date & cheque number & signature)