

# ELEMENTARY TEACHERS *of* TORONTO

300 – 4211 Yonge Street • Toronto ON M2P 2A9 • Tel: 416.393.9930 • Fax: 416.393.9929 • www.ett.ca

## Professional Learning Fund Application Form (See Guidelines Attached)

Eligible (see guidelines) ETT members may apply **once** for either

- (A) reimbursement of registration and related costs for credit and non-credit courses, or
- (B) one day release for professional development and training activity.

A) I apply for reimbursement for fee and related costs for the following professional learning activity.

	<u>Amount Claimed</u>
Activity: _____ (attach receipts)	\$ _____
Location: _____ (kilometrage, if any)	\$ _____
Date(s): _____ Total	\$ _____

or:

B) I apply for a day's release to participate in the following professional development and training activity.

Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Principal's/Supervisor's Signature: \_\_\_\_\_

### A & B Applicants

**I understand that if the activity is approved, I may be eligible for reimbursement up to \$250.00 OR a day's release, on a first come, first served basis.**

Member's Name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_

City & Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Mailing Instructions:**

**Please send your completed application, with original receipts where applicable, to ETT, 300-4211 Yonge Street, Toronto, M2P 2A9, or via Board Courier to 300-4211 Yonge Street, Route NE. Please mark the envelope "PLF". Faxes or emails will not be accepted.**

**If you have any questions regarding this process please contact Eugene James at [plfund@ett.on.ca](mailto:plfund@ett.on.ca).**

## Professional Learning Fund Guidelines (Collective Agreement C.12.1.)

### Eligibility

Teachers as defined in A.3.0. (u) of the Collective Agreement are eligible.

**A.3.0. (u)** "Teacher" means a teacher as defined in Part X.1 of the Education Act, who is employed by the Board to teach in the elementary panel but does not include a supervisory officer, a principal, a vice principal, an instructor in a teacher training institution, a Continuing Education Teacher or an Occasional Teacher.

(Teacher includes Probationary Teachers, Part-time Teachers and Teachers on leave of any kind.)

The claimant must be a Teacher as defined above, and the activity must occur at some time between September 1, 2009 and August 31, 2012.

A Teacher may apply for funding under **either A OR B**, but not both.

### A. Claims for reimbursement

Under the Collective Agreement, Teachers may apply for reimbursement of registration and related costs for credit and non-credit courses. Under these guidelines, non-credit courses includes conferences, workshops and other activities in which Teachers choose to participate in order to support their professional development.

- A Teacher may submit **one** claim during the period September 1, 2009 to August 31, 2012.
- A Teacher may claim registration and related costs up to a total maximum of \$250.00 for reimbursement.
- Related costs may include materials, travel and accommodations.
- Receipted expenses only will be reimbursed. All receipts must be attached to the application form. (Kilometerage at the ETT rate of \$0.52 may be claimed for travel outside the Greater Toronto Area to an approved activity.)
- Claims will be processed on a "first-come, first-served" basis when the funds have been forwarded to ETT by the Board, until the depletion of the amounts agreed to in C.12.1.

### B. Teacher Release

- A Teacher **may request** release time for up to one day for professional development and training purposes. This offer does not apply between July and August 2012.
- Requests for release to be funded under this program shall be made on the form provided. The Teacher's Principal or immediate Supervisor shall sign off on the request for release.