



NELSON DISTRICT TEACHERS' ASSOCIATION

Suite 102 - 518 Lake Street, Nelson, BC, V1L 4C6

PH: 250-354-9693

ACCESSING PROFESSIONAL DEVELOPMENT FUNDS

1. PRE-APPROVAL FORM:

Prior to attending a workshop, conference or purchasing a professional resource, teachers will need to get approval from the Pro-D Chair (Tamara Martin) and President (Carla Wilson). Submit your pre-approval form well in advance to ensure approval before proceeding (**minimum three weeks ahead**); no reimbursement will be given without this prior approval. Applicants will receive the signed approval for their record and should review the form for any added notes.

E mail pre-approval form to Tamara Martin at sportym@telus.net

2. REIMBURSEMENT FORM:

After the event/purchase, photocopy all your receipts, fill out the reimbursement form found at <http://www.ndta.ca/forms.html> Scan documents and email to lp07@bctf.ca

What can you access?

a. Continuing teachers may access:

-Minor: every second year access up to \$1000 (costs related to Pro-D activity, including TTOC costs @ \$410 x 1.0 FTE)

-Major: every third year access up to \$2000 (costs related to Pro-D activity, including TTOC costs @ \$410 x 1.0 FTE)

b. Term teachers with contracts in excess of 2 months shall have access to \$200 in funds during the term of their assignment

c. TTOCs:

-Ten (10) applications will be accepted on a first come basis and shall have access to \$200.

-A TTOC participating in this plan who receives a term position within the district shall have the right to access *either* the TTOC Pro-D fund or the Term Teacher Pro-D fund but not both.

d. Resources

-all members, on a first come first serve basis may apply for up to \$200 per year in any year that they do not apply for a larger allotment until funds have been exhausted. The funds may be used for the purchase of professional resources, online non-credit courses, or lower-cost workshops.

*The NDTA is a local association of the British Columbia Teachers' Federation
#100 – 550 West 6th Avenue, Vancouver, B.C. V5Z 4P2*



NELSON DISTRICT TEACHERS' ASSOCIATION

Suite 102 - 518 Lake Street, Nelson, BC, V1L 4C6

PH: 250-354-9693

Professional Development **PRE-APPROVAL** Form

Pre-approval form must be sent in prior to attending an event/purchasing resources. No reimbursement will be given without this prior approval.

Email pre-approval form to Tamara Martin at sportym@telus.net

Name of Applicant: _____

E-mail: _____

School: _____

Position: Continuing Contract Term Contract TTOC

Date of Application: _____

Check one: \$200 Resource \$200 Term/TTOC \$1000 Minor \$2000 Major

Description of event/conference/professional resource: _____

Date of conference/event/workshop: _____

Location of conference/event/workshop: _____

Estimated Costs (conf fee/travel/accommodation/TTOC cost [@ \$410 x 1.0 FTE]): _____

Date and FTE for TTOC (if needed): _____

School Pro-d Rep Signature: _____

Approved by (2): _____

(Pro-d Chair)

(President)

After the event/purchase, photocopy all your receipts, fill out the reimbursement form found at <http://www.ndta.ca/forms.html> Scan documents and email to lp07@bctf.ca

*The NDTA is a local association of the British Columbia Teachers' Federation
#100 – 550 West 6th Avenue, Vancouver, B.C. V5Z 4P2*