



# NELSON DISTRICT TEACHERS' ASSOCIATION

Box 1012 Nelson, BC V1L 6A5

PH: 250-354-4142

FAX: 250-354-1558

## **ACCESSING PROFESSIONAL DEVELOPMENT FUNDS**

### **1. PRE-APPROVAL FORM:**

Prior to attending a workshop, conference or purchasing a professional resource, teachers will now need to get approval from the Pro-D Chair (Tamara Martin). 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.

**Fax or email pre-approval form to Tamara Martin at LVR  
250-352-3119 or 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](mailto:lp07@bctf.ca) or fax to the NDTA office (250-354-1558).

### **3. 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 served basis may apply for up to \$200 (one time application) until funds are available, for purchase of professional resources, online non-credit course, or other lower cost workshops.

*The NDTA is a local association of the British Columbia Teachers' Federation*

*#100 – 550 West 6<sup>th</sup> Avenue, Vancouver, B.C. V5Z 4P2*

*NDTA Pro-D Pre-approval Form June 2018*



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## 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.**

**Fax or email pre-approval form to Tamara Martin at LVR  
250-352-3119 or sportym@telus.net**

Name of Applicant: \_\_\_\_\_

E-mail: \_\_\_\_\_

School: \_\_\_\_\_

School Fax #: \_\_\_\_\_

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]):

\_\_\_\_\_

Approved by (2): \_\_\_\_\_

**(Pro-d Chair)**

\_\_\_\_\_

**(Treasurer)**

**After the event/purchase, photocopy all your receipts, fill out the reimbursement form found at <http://www.ndta.ca/forms.html>**

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