

# Professional Development Application Process

## Guidelines and Procedures

Each year the OSSTF District 23 ESS and ECE Bargaining Units, in partnership with the BHNCD SB, provides opportunities for members to attend conferences and workshops to support professional growth and development. OSSTF and the BHNCD SB set funds aside to support registration, accommodations, travel, meals, and supply coverage. To access these funds, members must follow the guidelines and procedures which have been developed in consultation with the Board.

### Guidelines and Procedures:

1. For the years 2022 to 2024, there will be \$12,000.00 of PD Funds available through the Bargaining Unit and the Board from July to June.
2. The maximum reimbursement is up to two hundred fifty dollars (\$250) per approved application. Any cost above \$250.00 will be the responsibility of the member. Members can access PD funds once per every two federation years.
3. Applications must be scanned and emailed to [leslie.brown@d23.osstf.ca](mailto:leslie.brown@d23.osstf.ca) and be received at least three (3) weeks PRIOR to the commencement of the event. Include a copy of the event literature, showing the date, location and costs for the event. Incomplete applications will not be considered for approval.
4. Application form must be approved and signed by the principal/supervisor prior to submission to the OSSTF Council. Council will make the final selection.
5. Confirmation will be sent by email to the member as to whether their application was approved or denied.
6. Members are encouraged to share their conference experience with their colleagues.
7. This money is issued on a first come, first served basis, based on completed and approved applications. Apply ONLY when the event/course registration forms become available to you.
8. Funds will be issued AFTER the date of the conference/workshop. Before money is issued, the Bargaining Unit Treasurer must receive itemized receipts for all costs (except mileage).
9. Please keep copies of all receipts and other documentation.

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Member's Signature

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Date