



Occasional Teachers District 23 Grand Erie

Occasional Teacher Program for Individual Member Professional Development

Complete and email as an attachment from your personal email to: osstfdistrict23@gmail.com

Submission Requirements

The *maximum* eligible funding per person is \$200 per school year.

What can be claimed as PD?

- Professional Association Fees eg. Subject Association Fees such as ELAN, OSLA, OSCA etc.
- Professional Resources eg. professional magazine subscriptions, professional books, teaching videos etc.
- Conference, Workshop or webinar fees
- AQ/ABQ courses related to the public, non-faith based, secondary panel eg. Reading part 1 would not qualify as it has an elementary focus.

What cannot be claimed as PD?

- Coverage for your replacement cost while on an LTO assignment
- Transportation costs, parking, meals or accommodations
- Materials to support student work eg. Workbooks, textbooks, etc.

What is the application process?

The applicant must be an active member of the bargaining unit on the date the application is received, and also when the Professional Activity took place.

- Forms are available on the District 23 website at www.d23.osstf.ca under the OTBU tab.
- Forms are also available at the District 23 Federation Office at 115 Windham East Quarter Line Road, Simcoe
- A copy of the form is attached to this email for your convenience. Please save and print.
- Only complete, electronic submissions will be considered, and these must include:
 1. completed application form
 2. original receipt(s)
 3. proof of participation OR proof of completion OR proof equivalent (as determined by the PD Committee)

Calendar-related Eligibility Restrictions

Complete submissions will ONLY be considered in the following time-period batches:

Semester 1 submissions must be received by December 31st for approval in January.

Semester 2 submissions must be received by April 30th for approval in May.

In addition, the submission must arrive within the semester of completion of the Professional Activity. Applications for conferences, workshops, webinars or AQ/ABQ courses completed in July/August must be submitted in the fall semester immediately following completion.



Application for Professional Development Funding

Please be advised: *This application may be shared electronically with the OTBU Executive*

Personal Information

Date of Application _____

Name _____ Personal Email Address _____

OSSTF membership number (found on your union card) _____

(If you don't know your number or have a membership card, contact Provincial Office at 1-800-267-7867)

Mailing Address: _____

PD Information

Event/activity/course/resource: _____

Professional Development Provider _____

Date(s) of PD activity (other than resource) _____

How will the PD undertaken enhance your teaching career? _____

Total Costs for PD Reimbursement Consideration

(attach receipts and applicable proof of completion)

Registration \$ _____ Membership Fee \$ _____

Resource \$ _____

(book, subscription, video, software etc.)

Total amount requested: \$ _____ Maximum of \$200 will be reimbursed

Committee Use ONLY

Committee Notes

Amount approved _____ ESO signature _____