

Application for Individual Pro-D Funds – Due 2nd Friday in June

Please make every effort to submit your application prior to the activity and allow 4-6 weeks for processing. Applications must be submitted prior to, or within **4 months** of the event or purchase to be considered for reimbursement. Send to the NDTA office by:
FAX: 250-756-0188 or **EMAIL:** info@nanaimoteachers.ca or by **SD#68 Courier** or **MAIL:** NDTA 3137 Barons Road, Nanaimo, BC V9T 5W5

Name _____ SD68 Employee # _____

School/Worksite _____ School/Worksite Phone _____

☐ Continuing ☐ Temporary ☐ TTOC Continuing FTE _____ Temporary FTE _____

Home Phone _____ Email (not SD68) _____

☐ Cheque payable to (if other than applicant) _____

☐ Send cheque to my work site by courier ☐ I will pick up the cheque at the NDTA office

I WISH TO ACCESS:

☐ All funds available to me

☐ Current Year's Individual funds

☐ Previous Year's Individual Funds

☐ Next Year's Individual Funds

☐ Capacity Building Grant

☐ Professional Learning Group # _____

☐ Facilitator Funds

☐ Individual TTOC Professional Development Funds

☐ Book Club # _____

PLEASE FILL IN THE APPLICABLE SECTION(S)

Receipts REQUIRED

TOTALS

Description – Workshop, Seminar, Conference and/or Topic of Collaboration, etc.

Registration \$

Accommodation \$

Transportation \$

Meals \$

Mileage \$

\$

Date _____ Location _____

PROFESSIONAL ASSOCIATION FEES

REQUIRED: Receipt

Name of Association _____

\$

PROFESSIONAL MATERIALS

REQUIRED:

Detailed description and receipt If you are purchasing books, please check they are on the approved list on the ProD website.

\$

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EXPENSES PAYABLE

\$

*****REQUIRED INFORMATION***** Guided by the principles and purposes of professional development (Pro-D Policy Section 1), describe how this application meets your plan for professional growth.

Payment will be remitted upon submission of receipts.

NDTA Office Use Only		Individual Funds year(s)			
PD Committee Authorization:		2024-2025 \$ _____ 2025-2026 \$ _____ 2026-2027 \$ _____			
Date Received		Date Entered			
Budget Line(s)	_____ \$ _____ _____ \$ _____ _____ \$ _____	Cheque #	_____	Cheque Amount	\$ _____

Criteria Guiding the Allocation of Pro-D Funds

For more detailed information please check Pro-D Policy online

Upon approval funds may be allocated to support:

- **Workshops**
- **Conferences**
- **Classroom visits**
- **Special interest discussion groups**
- **Collaborative learning groups**
- **Self-Directed PD**
- **Professional Association Fees**
- **Professional materials (not learning resources)**

Costs allowed could include:

- **Registration**
- **Release time- Please complete the Application for TTOC release**
- **Travel**
- **Mileage (\$0.73 per kilometre) – subject to change based on BCTF rates**
- **Parking**
- **Meals (Breakfast- \$25.08, Lunch - \$25.54, Dinner- \$52.45) - subject to change based on BCTF rates**
- **Accommodation**

Funds will not be allocated to support:

- **Student materials**
- **Student Learning resources**
- **Personal benefits (eg anything that Canada revenue would consider a taxable benefit)**
- **Job specific training**
- **Release for in-service related to mandated district initiatives**
- **Release for individual planning, marking, report writing, classroom cleanup**
- **Personal wellness endeavours**
- **Release for involvement in field trips and student activities**