

Application for TTOC Release

Members requiring release time to participate in Professional Development activities **may apply for up to one Supplemental TTOC Release day** each year subject to the availability of funds. **Please submit application prior to the activity and allow 3 weeks for processing and approval. Do not book your TTOC until you receive approval.** Release time must be taken prior to May 31st, 2026.

FAX - 250-756-0188 EMAIL – info@nanaimoteachers.ca SD#68 Courier MAIL: NDTA 3137 Barons Road, Nanaimo, BC V9T 5W5

Name _____ SD68 Employee # _____
School/Worksite _____ School/Worksite Phone _____
☐ Continuing ☐ Temporary Continuing FTE _____ Temporary FTE _____
Home Phone _____ Email (not SD68) _____

I am requesting a TTOC in relation to:

- | | |
|---|--|
| ☐ Supplemental TTOC (Provide details below) | ☐ Professional Learning Group # _____ |
| ☐ School Based PD Committee Planning | ☐ Professional Learning Partnership # _____ |
| ☐ Individual Professional Development Funds | ☐ Other (Provide details below) |
| ☐ Professional Development Facilitator Funds | |

In relation to this application for TTOC release:

- ☐ I have attached receipts and an application for professional development funds
☐ I *will be* remitting receipts and an application for professional development funds at a later date
☐ I *will not be* remitting receipts and an application for professional development funds at a later date.

REQUIRED INFORMATION for supplemental and "other" requests:

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

DATE(S) REQUESTED:

This section is informational for the NDTA and school admin. **Booking at TTOC through ADS is still required. Approval must be given by the NDTA prior to taking Pro D release time. If unapproved PD release time is taken, you may be responsible for the costs.**

TTOC release will not be unreasonably denied, however there are times when your administrator may know of other events or activities that will impact the efficient operation of the school or dates in high demand for TTOC usage. For these reasons an administrator's initial are required to show they are aware of this date and do not see it as being problematic.

Admin initials :

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

