



Kawartha Pine Ridge Occasional Teachers Local

Personal Professional Development

Please complete the information below and return this form by courier to the President at the KPR ETFO OT Local Office.

Name: _____ Address: _____

Description of Professional Development Activity

Amount Requested: _____

Maximum amount is \$100.00. The Personal Professional Development budget line is capped. ETFO does not pay supply teacher costs. Professional activities must be those which will enhance your role as a professional teacher. All applications must be received by June 15.

PLEASE SEE REVERSE FOR DETAILS.

If you have received Personal Professional Development Funds from Kawartha Pine Ridge ETFO OT Local before, please state the most recent school year in which the funds were received.

For the Professional Development event outlined above, I have not received any other subsidy (e.g. EIP). *Please note that payment of your supply teacher by the Board or school is not considered a subsidy.*

Signature: _____ Date: _____

**Please attach photocopies of your receipts as they will not be returned.
You may wish to retain your original receipts for other purposes.**

Executive Approval Date

Cheque Number

**Personal
Professional
Development Fund**

**Kawartha Pine Ridge
Occasional Teachers Local**

KPR ETFO OT Local budgets \$6,000 annually for personal professional development. Other than summer P.D., no funds will be allocated to claims for previous school years.

All requests must be accompanied by a receipt of payment. (Photocopies accepted.)

Pre-approval is not mandatory, but, if receiving these funds is critical to your participation in an event, please contact the President at the Local Office to determine the most up-to-date status of the fund.

Up to \$100.00 per teacher per school year may be accessed for individuals participating in courses, conferences or workshops that are related to the teaching profession. Funds may be accessed for more than one workshop, conference, etc. to a total of \$100.00, but only one submission per teacher per school year will be considered.

Personal PD Funds apply to:

- √ courses
- √ conferences
- √ workshops
- √ travel expenses (with a gas receipt)
- √ accommodation