



COLLECTIVE AGREEMENT INDIVIDUAL PROFESSIONAL DEVELOPMENT APPLICATION FORM

Check this box if you have also applied for SITE PD funds

**Prior to PD Activity, please forward this form to your School SITE PD COMMITTEE for approval; once approved, it will be returned.*

Applicant's Name:		
Applicant's School:		Date: _____
Professional Development Activity:		
Location of Activity		
Date of Activity		
Benefit or Reason for Attending		
School PD Committee Approval:		
School PD Committee Approval:		
Principal's Signature		

*Following the PD activity, expenses to be reimbursed must be detailed. Attach all receipts to this form and forward to the Site PD Rep for verification and submission to the Superintendent. ****Sub costs come off PD funds available first. PLEASE ENSURE THAT THIS FORM IS USED FOR INDIVIDUAL PD CLAIMS ONLY.** Signatures are required before the form will be considered. Incomplete forms will result in a delay of payment.*

ACTIVITY COSTS <i>(Receipts Required in Canadian fund)s</i>	<u>Dollar Amount to be Reimbursed</u>	
	Pre-Activity	Post-Activity
Registration Fee or Fees Paid		
Accommodations		
Transportation by airfare, bus fare, taxi fare		
Resources related to the activity		
Auto travel calculated (km per round trip)= _____ x \$0.49/km		
Meals (<i>maximum allowable: \$12.00-breakfast; \$15.00-lunch, \$24.00-dinner</i>)		
Other (parking, etc.)		
Total PD Expense		
Total amount available in Individual Collective Agreement PD		
Subtract Substitute Teacher Costs (\$214.40/day x _____ days): **see note above		
Amount to be reimbursed		

Applicant's Signature: _____ Date: _____
 Principal's Signature: _____ Date: _____

CENTRAL OFFICE USE ONLY (form update April , 2018) Superintendent's

Signature: _____ Date: _____

Please keep a copy of this form and any receipts for your own records.



1. What was the name of the Professional Development Activity and who was the presenter and/or sponsor?

2. Describe one strategy that you could use in your practice.

3. What follow-up activity may be needed to support this activity?

4. Please concisely summarize the Professional Development Activity.
