

## GRIEVANCE SETTLEMENT PROFESSIONAL DEVELOPMENT FUND

1. Funding up to \$250 may be granted to members of ETFO Durham Teachers' Local who can submit one application per year (from July 1st to June 30th) until the depletion of the PD Fund.
2. Professional development funding may be used towards the registration fee of workshops, conferences, university courses or basic/additional qualification courses that relate to the teachers' classroom work, such as a specific subject, grade specific PD, special education, equity and inclusion.
3. Funding **must be approved 2 weeks prior** to attending the course/conference/workshop etc. Therefore, the deadline to apply for P.D. funding for summer courses is June 15<sup>th</sup>.
4. Approval will be confirmed via email. Proof of payment, along with proof of completion, must be submitted within thirty (30) days of the conclusion of the course/conference/workshop in order to receive payment.
5. Applications are to be made on the form below and forwarded either by DDSB courier to "ETFO Durham Teacher Local" or by email to [a.igel@durhametfo.ca](mailto:a.igel@durhametfo.ca).

<b>Are you a permanent teacher?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	School:
Email:	ETFO I.D. #:
Full Name of Course/Conference/Workshop:	
Date(s) of Course/Conference/Workshop:	Location:
Registration Fee for Course/Conference/Workshop: \$ _____	
Has funding been applied for, or is funding being received from another source? <input type="checkbox"/> Yes    or <input type="checkbox"/> No	
If so, please indicate the source and dollar amount: _____	
_____	_____
<i>Applicant's signature</i>	<i>Date</i>

<p><b>FOR OFFICE USE ONLY</b></p> <p><input type="checkbox"/> Previous Application # _____</p> <p><input type="checkbox"/> Application Accepted</p> <p><input type="checkbox"/> Application Rejected – Reason: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Chairperson's signature</i></p>	<p>Date Received: _____</p> <p>Reply Email Sent: _____</p> <p>Granted: <input type="checkbox"/> \$ _____</p> <p>Cheque No. _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Date Approved/Rejected</i></p>
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