

Terms of Reference for the Non-Credit PD Funds

The funds may be allotted for:

1. Local Initiatives, as determined by the Local Executive, eg. speakers (Stephen Lewis, Alphonse Kohn, etc.)
2. The Local PD Committee to organize and deliver Local professional development opportunities for ETFO H-PE members. The amount will be determined each year during the Local budget process.
3. The remainder of the funds will be distributed according to the following criteria
 - a. A maximum of \$200 per member per fiscal year
 - b. The costs must be related to the attendance at a workshop or conference, or a course not covered under the AQ Fund, excluding any PQP (Principal's Qualification Program) course and/or any educational programs which incorporate a PQP course and approved teacher directed professional learning.
 - c. The following costs will be eligible:
 - i) Registration, accommodation, travel (public transportation/gas receipts), meals
Materials directly related to participation in the workshop (e.g., a book required to participate).
 - ii) Materials to be used for teacher directed professional learning (e.g. books, software).
4. The following costs will be ineligible to be reimbursed:
 - i) Release Time (Release time may be granted in the case of extenuating circumstances at the discretion of the REMs).
 - ii) If the conference/workshop is being subsidized by the ETFO H-PE Local
 - iii) Resources for classroom instruction (e.g. workbooks, art supplies).
5. Receipts will be required in order for a payment to be issued. Photocopies or scanned copies are acceptable.
6. Monies shall be distributed on a first come, first served basis, subject to application approval.