

**In-Province Conferences, Workshops, Classroom/Site Visitations Cooperating Teacher/ Teacher Candidate Collaboration, Webinars, MTS Professional Development Day and Tuition Fees:**

- The application deadline for In-Province requests (including Tuition) is one week (7 calendar days) prior to the professional development activity. **EXCEPTION:** conferences, workshops and tuition for activities occurring in July, August and September 2017 **MUST** be submitted on the first school day in June 2017.
- **\*PD activities occurring from October 2017 to June 2018 may not be submitted until the first school day in June.**
- Classroom/site visitations and Cooperating Teacher/Teacher Candidate Collaboration will be considered one fund activity up to a maximum of two days; one Webinar will be considered one fund activity.
- **Application for tuition fees must be made to the fund prior to the start of the course** and must be from an accredited post-secondary institution (University, College) towards a graduate degree in education (PBDE/Masters/Ph.D.). Eligible tuition fees will be reimbursed at 1/3 of the tuition amount (up to a maximum of \$500 Canadian per 3 credit hours) upon successful completion of the course.
- Substitute coverage is supported by the fund for In-Province workshops/conferences.
- Teachers will be reimbursed after attendance at the workshop/conference and receipt of the expense form.

**Out-of Province Conferences:**

- The first school day of the month is the application deadline for all Out-of-Province conferences occurring in the next month. **EXCEPTION:** conferences occurring in July, August and September 2017 **MUST** be submitted on the first school day in June 2017.
- **\*PD activities occurring from October 2017 to June 2018 may not be submitted until the first school day in June.**
- A maximum of **\$2200** Canadian may be granted per application (plus sub costs).
- Applications may be approved once every three years to attend a conference or present at a conference.
- 80% of approved funding will be provided at time of approval with the balance of funding reimbursed after receipt of the post conference report and expense form.
- Applications accepted the first school day in June for the subsequent school year.
- Sub-costs for Out-of-Province conferences are supported by the fund.
- Restricted to conferences in Canada and continental U.S.A.
- **Submit applications through Employee Connect under LEAVE REQUESTS – exception: MTS Professional Development Day is reimbursed via REIMBURSEMENT REQUEST.**
- You may be approved for funding for up to TWO activities per year not including Educational Leave and the MTS Professional Development Day but inclusive of a successful application for a pre-purchased major conference registration.
- Funds are allocated for each funding period on a first-come first-served basis for those applications deemed supportable by the committee.
- The in-province/out-of-province fund **does not support** course work, team projects, school inservices, membership fees/professional dues, pre-conference workshops/activities.
- Limit of 4 approved applications per school/site for the same conference or workshop.

\*Please refer to the comprehensive Board/SOTA PD Fund Guidelines 2017-2018 for further information. Can be found on the website here: [Comprehensive PD Guidelines](#)