



2019-2020 CONFERENCE

PRE-APPROVAL FUNDING FORM

Please read Professional Learning Policy prior to submitting this form
(Sidebar menu – Committees – Professional Development)

ETFO-YR-OCCASIONAL TEACHERS

Complete the following form in its entirety. Incomplete forms will **not** be accepted.

Pre- approval funding request forms must be sent to ETFO-YR OT **prior** to conference attendance.

Pre Approval Forms Should Be Mailed To:
or use school courier to Betty Lou Twiddy
ETFO-YR OT Office

Betty Lou Twiddy – OT Vice President
30 Eric T Smith Way
Aurora, Ontario
L4G 0Z6

Forms Can Also Be emailed to: vp@etfo-yr-ot.ca

ETFO-YR OT Local will charge \$12.00 to issue a Stop Payment for lost cheques.

Applicant Information: Please Print.

Name:	First Name	Surname
Home Address:		
Telephone:		
NON-Board Email Address:		
YRDSB Employee #		
Is this your first conference funding request for the current school year?	YES	NO – Conference Reimbursement(s) received to date: \$

Conference/ Workshop Information: Please Print.

Name of Conference:	
Institution offering course:	
Conference Date(s):	
Conference Fee: <i>Note: Conference subsidies are limited to REGISTRATION fees. Transportation and accommodation costs to attend the conference WILL NOT be reimbursed.</i>	

Signature of Occasional Teacher:	Date:
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OFFICE USE ONLY: Rev 062019

Pre- Approval :	YES	NO	Date:	Email sent:
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Professional Learning Policy

ETFO-YR OT Local will use PL money for our members to run workshops, subsidize the cost of **two** AQ courses per member and support our members who wish to attend educational conferences. **We will continue to provide financial support to our members until all the budgeted funding for this school year has been expended.**

AQ Funding

This year, effective July 1, 2020 to June 30, 2021 we will be continuing with our AQ funding assistance program. ETFO-YR OT members may receive funding for up to **Two AQ Courses** this school year, as long as funding application requirements are met (see AQ course funding form accessible under Forms in the sidebar menu). ETFO-YR OT members may be eligible to receive a \$200.00 subsidy per AQ course. You may take one AQ course and receive a subsidy of \$200. You may take a second AQ course during the 2020 – 2021 school year and receive a second subsidy of \$200.00. The maximum amount available to ETFO-YR OT members for AQ subsidies is \$400.00.

Please direct any funding enquiries to vp@etfo-yr-ot.ca

CONFERENCE FUNDING

- For the 2020 -21 school year, ETFO-YR OT members will have a maximum of **\$300** (pending pre-approval) to attend educational conferences or workshops of their choosing. You can apply for conference funding with the understanding that the reimbursement will be capped at \$300.00.
- ETFO-YR OT members must **FIRST** get pre-approval for the workshop/conference and only after successful attendance and participation will they get reimbursed.
- Conference funding subsidies will **ONLY** be applicable for the cost of registration; we cannot offer subsidy for hotel accommodations, transportation or supply coverage.
- Pre-approval forms as well as final funding request forms can be located on our website under **"Forms"** in the sidebar menu.
- Please direct any funding enquiries to vp@etfo-yr-ot.ca
- **We will continue to provide financial support to our members for conferences until the budgeted funding for this school year has been expended.**

Workshops

- We are in the process of planning workshops through YRDSB's Curriculum Department for the upcoming school year. Once the details are confirmed we will post the information on our ETFO-YR OT web site.
- Registration for the YRDSB courses of study is to be completed through connect2learn on the YRDSB's BWW site.
- **If you have any questions about ETFO-YR OT professional learning please contact your PD Chair at professional-learning@etfo-yr-ot.ca**