

**Delta Teachers' Association
Professional Development Committee**

CREDIT COURSE INFORMATION

Here are the following guidelines for applying for DTA PD funds:

- ❑ Fill out the **REGULAR** PD form, have it signed and sent in **BEFORE** the course starts, for approval. ** (see below for requirements)
- ❑ Once the course is completed or the semester is finished send in “proof” of payment and attendance (receipt or grades received).
- ❑ The DTA will issue you a check for **up to \$500.00** once the course is completed. The amount you receive will depend on how much you have left in your account at the time. (less other workshops you have attended this year).
- ❑ You are eligible for up to **\$1300.00 over three years** – regular PD and credit course funding are from the SAME account.
- ❑ Will only accept applications for courses to be taken in the future NOT ones currently enrolled in or from last year.
- ❑ Questions about tax deductions are to be answered by YOUR ACCOUNTANT or visit this website – <http://www.cra-arc.gc.ca/menu-e.html>
- ❑ The DTA will issue T4 slips at the end of the year so that you can use that for your income tax deductions.

Jacquie Schierer
PD Chairperson

*** Please be sure to include: the name of the university/school, the name of the program/course, tuition paid and the date of the session/course (include specific date of completion).*

The DTA's fiscal year is July 1st to June 30th – be sure to apply for summer and fall coursework by June 24th.

Contact the DTA office (604-946-0391) if you have any questions.