

PROFESSIONAL DEVELOPMENT

TOP TEN THINGS YOU NEED TO KNOW

Here are the **top ten** things you need to know about the DTA's Professional Development Funds:

1. Forms must be submitted to the office **before** attending a conference for approval (up to one week prior).
2. Forms must be submitted with **TWO signatures** AND the **conference/workshop info that includes the fees, no receipts at this time please.**
3. When traveling another form is required that breaks down the *travel expenses* (such as meals, accommodation, and mileage).
4. There are **specific deadlines** (3) to keep in mind when applying for International/National Conferences and a varying amount of money that is given out during each period you will find these deadlines in the International/National guidelines
5. Schools are expected to cover half the costs of registration and travel **when a TOC is not required.**
6. Schools and the DTA will split the TOC costs when there is no registration fee.
7. On any of the PSA days (Fall or Spring) membership is embedded in the cost and so it will be covered.
8. **Not all** applications are accepted due to a number of reasons of which you will be informed.
9. The total cost of your workshop/conference may not be fully covered due to the amount left in your account.
10. Credit courses **ARE** covered – fill in the regular form before your course/semester begins, send in receipt when course or semester is completed; limit is \$500.00 per year up to a maximum of \$1300.00 over three years (T4 slip will be given).
 - ❑ PD days are **working days** – don't misuse them or we may lose them altogether.
 - ❑ As a professional, you can *choose* the activity that helps you become a better teacher. You do **NOT** have to do what others are doing but remember; as professionals we are part of a team, working **collegially** is sometimes necessary.