

## CREDIT COURSE INFORMATION

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

- ❑ We will only accept applications for courses to be taken in the future **NOT** ones currently enrolled in or from last year.
- ❑ Fill out the *Credit Course PD form 5020CC*, (available online) have it signed and sent in **BEFORE** the course starts, for approval.  
\*\* (see below for requirements)
- ❑ Include course outline (or at the very least university description/credits/prof.) start/end date, course number, location, and university name.
- ❑ Principals need to sign the form but the school is **not** obligated to share costs.
- ❑ **We will not cover expenses for fees such as library, U-passes, etc.** for coursework; please send a breakdown of costs if possible.
- ❑ Once the course is completed or the semester is finished send in “proof” of payment if not done before hand (should read PAID) and attendance (certificate, grades received). You will receive a cheque when you have submitted all the proper documentation.
- ❑ You are eligible for **up to \$650.00** per year to a maximum of **\$1300.00 over three years** – regular PD and credit course funding are from the **same** PD allocation.
- ❑ The DTA will issue T4A slips at the end of the year for income tax purposes.
- ❑ Questions about income taxes are to be answered by YOUR ACCOUNTANT or visit this website – <http://www.cra-arc.gc.ca/menu-e.html>

**We do get audited and need to have clear and precise paperwork to show our accountants. These applications (plus the regular applications) are time consuming PLEASE be sure to forward all the correct information on time.**

Dan Burgess/Paul Leroy  
PD Co-Chairs

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

**The DTA’s fiscal year is July 1<sup>st</sup> to June 30<sup>th</sup> .**

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