



Delta Teachers' ASSOCIATION

In-School Remedy PD Funding Form

Date of application: _____

Name: _____

Email: _____

| | | |
|-----------------|---------------|-----------------------|
| DTA Use Only | Date Rec'd | Application Number |
|-----------------|---------------|-----------------------|

Applications must be received by the DTA office 14 days in advance of event with the exception of the PSA day in October - that can be sent up to 4 pm the day before.

School: _____

How does this activity enhance your professional practice? [BCTF PD Lens](#)

In-School Remedy Funding Allotment (follow on site process for authorization of funds and identify who will reimburse you):

In-school remedy funds available \$ _____ Authorized by (full name) _____

Name & email address of Admin Assistant _____

Choose one of the following: (Credit Course or Regular Pro-D)

Regular Pro-D

Please include the conference/workshop information documents that include the cost, location, dates, and a brief description.

Conference/workshop title: _____

Sponsored by: _____

Location: _____

Dates: _____

Conference Cost: \$ _____

TTOC Date Requested _____

Max of 1 @ \$413.00/day \$ _____

Total amount requested: \$ _____

* **Credit Course** (Tuition only)

Please include course information documents that include the course name, number, brief description and the course cost breakdown.

Course name: _____

Course number: _____

Location: _____

Start date: _____

End date: _____

Total amount requested: \$ _____

** Reimbursement for Employer Remedy PD funding is not a taxable benefit, therefore a T4A will not be issued. However please note, if you are reimbursed for tuition fees and a tuition receipt is issued for tax purposes, these fees will not qualify for the tuition tax credit.*

Travel and Accommodation (member only), if required:

Car pooling: Yes No Room sharing: Yes No

Ferry/Airfare/Train \$ _____

With whom: _____

Bus/Taxi/Parking \$ _____

Travel: Automobile (km) ____ @ \$0.70 \$ _____

Hotel (including all taxes) \$ _____

Meals: B ____ @ \$20, L ____ @ \$25, D ____ @ \$40 Total meals: \$ _____ **Total amount requested: \$ _____**

Please **SIGN HERE** to confirm you have read, and understand the policies and procedures. (see reverse)

X _____

FUNDING NOT GRANTED OR MODIFIED

Reason: 1 2 3 4 (see guidelines on page 2)

DTA Office Use Only

Registration \$ _____

Travel & Accommodation (Canada/US only) \$ _____

TTOC Days ____ @ \$413.00/day \$ _____

DTA PD Chair's Signature: _____

Date of Denial: _____

Total Remedy Approval Amount \$ _____



Delta Teachers'

ASSOCIATION

In-School Remedy Policies & Procedures

Approvals and allocations are governed by the current DTA PD Policy and Guidelines as listed below. If you have any questions, please email brianna@deltateachers.org or call the DTA office at 604-946-0391.

- **Professional Development in-school remedy funds cannot be used for:**
 - Ministry-sponsored curriculum implementation programs
 - Text or manual purchases
 - Travel within Metro Vancouver
 - International Travel (other than USA)
 - Chaperoning
 - Administration-directed PD
 - District sponsored programs/events
 - Membership Fees (with the exception of PSA day on Oct 21st)
 - Resources
 - Curriculum development
 - Subscriptions
- All applications must be received **before your PD activity begins** (Regular PD **14 days** in advance), Credit Course as per current policy of up to **the day before**. We cannot backdate applications to include completed courses, workshops or conferences or for courses, workshops or conferences that have already begun before we have received this application.
- These deadlines are strictly adhered to with the exception of the PSA day only. PSA application will be accepted if received by the DTA by 4:00 pm the day prior to the PSA day. We do not advise paying for your conference/workshop before you have been approved.
- Credit Course funding is for **tuition costs only**, and is to be used to help fund a course where you will be receiving post-secondary credits from a [CRA accredited university](#).
- Travel and accommodation may be subsidized for conferences **outside Metro Vancouver but within Canada and the USA**. Car-pooling, room sharing is expected. Please **attach all travel documents such as hotel/flight info etc.**
- **Authorization for payment will be provided upon the presentation of receipts and or completion documents to the DTA after the date of the workshop, conference, or course.**
- If required, a **maximum** of one TTOC day is allotted per application.

Checklist for In-School Remedy Application Form:

| | | |
|---|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Read over the DTA Policies above <input type="checkbox"/> Sign the application form stating you have read over the policies <input type="checkbox"/> Complete in-school remedy form and attach conference info showing date, cost, and location <input type="checkbox"/> Email brianna@deltateachers.org your form along with conference information (which includes date, cost and location) 14 days prior to the conference/workshop. | <ul style="list-style-type: none"> <input type="checkbox"/> Include your Travel & Accommodation documents if applicable. Please make sure you keep a copy of all documents for your records. <input type="checkbox"/> For credit courses, email brianna@deltateachers.org your form along with course information (course number and brief description, start and end date, cost breakdown – tuition and fees, university name and description) before the course starts. | <ul style="list-style-type: none"> <input type="checkbox"/> Once you have received your signed and approved form back from the DTA, register and pay for conference/workshop/credit course. <input type="checkbox"/> Book your TTOC , if required <input type="checkbox"/> After you have attended, email your receipts to Brianna prior to your admin for reimbursement prior to the end of the school year. <p>Questions? Email: brianna@deltateachers.org</p> |
|---|---|--|

Reasons applications are not approved or approved for a modified amount:

1. Form submitted after deadline.
2. Membership fees, supplies, and/or subscriptions are not covered.
3. Does not meet BCTF PD Lens standard.
4. Late application has been approved on a one time basis. Future late applications will not be approved.

Appeals for denied applications should be directed to the DTA Professional Development Committee in writing within 30 days of the date of denial. Refer to **DTA Constitution & Bylaws Article 12.04**