



EDUCATIONAL ASSISTANTS and DESIGNATED EARLY CHILDHOOD EDUCATORS

APPLICATION TO ACCESS BARGAINING UNIT PROFESSIONAL DEVELOPMENT FUNDS

1. For 2018-2019, the maximum reimbursement is up to \$ 700.00 per approved applications.
2. For 2018-2019, there will be \$ 8000.00 of PD Funds available through the Bargaining Unit from September to June.
3. This money is issued on a first come, first served basis based on completed applications. Apply ONLY when the event/course registration forms become available to you.
4. The \$700.00 allotment covers the cost of the PD and supply coverage if applicable. Any cost above \$700.00 will be the responsibility of the member.
5. Include a copy of the event literature, showing the date, location and costs for the event. Also, include a copy of the completed registration form. Incomplete applications will not be considered for approval.
6. To be considered for funding, applications must be faxed 519-843-6260 (attention Cindy Scholten) or email to cindy.scholten@d18.osstf.ca and be received three weeks (3) PRIOR to the commencement of the event. Please email Cindy Scholten to notify her that you have faxed in your application.
7. Upon approval please ensure your absence is created in the Smart Find system using the appropriate reason for absence.
8. Fax or email your receipts to Cindy Scholten. Please submit your receipts as soon as possible to avoid delays in reimbursement.
9. The Treasurer will issue cheques when all receipts are provided.
10. Please keep copies of all receipts and other documentation, in the event any paperwork is mislaid.



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PLEASE PRINT

Name: _____ Job Class: _____

Work Location: _____ Personal email: _____

PROVIDE THE FOLLOWING INFORMATION

Type of Professional Development – Provide detailed information

Costs – Provide detail of potential costs (registration, travel, hotel, meals, program materials and other).

_____ \$ _____	_____ Item _____
_____	_____
_____	_____
_____	_____
_____	_____

I have received OSSTF Bargaining Unit Professional Development Funding in the past: YES ☐ NO ☐

Signature

Date

Scan and email completed form to cindy.scholten@d18.osstf.ca (Cindy Scholten)

PLEASE NOTE: Professional Development funds are approved on a first come basis for **700.00 per year**. Before money is issued the Bargaining Unit Treasurer must receive all receipts for the cost of the professional Development, course information, certificate of completion.