



Dartmouth Local PD Guidelines and Application Form

Updated May 2015

Please Note: The Dartmouth Local PD Committee may also consider other activities such as workshops, seminars, modules, clinics, symposia and institutes.

Conditions

1. Permanent/Probationary/Term teachers may apply once every two years for **up to** four hundred (**\$400 Cdn**) dollars (August 1 – July 31). **A teacher who accesses conference funds in one school year may not apply for funds the following year. Local PD funds cannot be used to pay for substitute days.**
2. Prior to seeking funding from the Local, a teacher shall make application to Article 60 PD fund (provides up to \$1300 every two years). ***If Article 60 funds have been exhausted for a budget year, teachers may apply directly to the local fund.***
3. The application should relate to the professional growth of the teacher.
4. ***Pre-approval for funding is required.***
5. The actual dates of the conference must be indicated on the application.
6. All other sources of funding must be disclosed on the application.
7. **All applications must be sent electronically using the online application on the Dartmouth Local website.**

Restrictions and Requirements

1. The new school year commences on August 1st of each year. The last day of the conference determines which school year for funding purposes.
2. The earliest date of acceptance of applications for the next school year will be May 1st. These applications will be considered at the June meeting and subsequent applications will be considered at the regular PD meetings beginning in September. Funds will be granted subject to the availability of PD monies.

3. If the date of the approved conference changes, individuals are responsible for seeking approval from the Local PD Committee, in writing.
4. If you decide not to attend the conference you were approved for and wish to attend an alternate conference, you must re-apply to the Local PD Committee for pre-approval.

Reimbursement Requirements: **(after conference attendance)**

1. **Proof of registration is mandatory.**
2. Itemized receipts must be included (no debit slips) **for any expense submitted for reimbursement.** Reasonable expenses **within** the Halifax Regional Municipality (HRM) include registration, parking, meals and mileage where applicable. Reasonable expenses **outside** the HRM include registration, meals, lodging, and travel. A receipt may be used for Article 60 or local PD funding but not both. If you share the cost of a hotel room, separate receipts are required.
3. Submit **original itemized receipts within 4 weeks of completion of conference. If receipts are not received within the deadline, funds will not be reimbursed.**
4. The applicant assumes **full responsibility** to meet the deadlines and ensure all documentation is completed in its entirety and submitted to the committee by the appropriate deadline (including documentation from outside sources).

Procedures

- Go to www.dartmouthlocal.com, select “Benefits of Membership” from the top menu on the left and select “Professional Development”. Please review the Local PD Guidelines, then click on the link for the online application.
- Fill in the application form in its entirety.
- Confirmation of receipt of the application will be sent within 2 business days from the dartmouthlocalpd@nstu.ca

The Local PD Committee meets once a month to review all applications. Notification of the decision will be sent to the applicant by email within five (5) days of the meeting. Paperwork with further details will arrive in the school mail.

Application deadlines:

May 31, 2015	November 25, 2015	April 27, 2016
September 23, 2015	January 27, 2016	May 8, 2016
October 23, 2015	March 23, 2016	