

## Local Professional Development

### **Guidelines for Limestone Occasional Teachers' Professional Development Education Fund 2021-2022**

To Submit documentation, you may:

1. Complete the online PDF fillable form, save and send as an attachment via email to [steve.stenman@gmail.com](mailto:steve.stenman@gmail.com)
2. Scan the document and send as an attachment via email [steve.stenman@gmail.com](mailto:steve.stenman@gmail.com)
3. Mail documents to:  
**Steve Stenman, PD Chair**  
**Limestone Occasional Teachers' Local**  
**4448 Duff Road**  
**Inverary, Ontario K0H 1X0**

#### GUIDELINES:

The ETFO Limestone Occasional Teacher Professional Development Education Fund is designed to supplement the cost of university courses, ETFO credit courses and Ministry approved additional qualification (AQ and ABQ) courses. Other courses may be approved on a case by case basis. **The courses must have elementary education as the focus and may lead to either primary, junior, or intermediate qualifications, (courses leading to secondary qualifications are not eligible).**

- 1) An applicant must be on the Limestone Elementary Occasional Teacher's list to be eligible to receive money from the fund.
- 2) Pre-approval applications and proof of successful completion of courses for the 2021 - 2022 school year must be received no later than **June 28<sup>th</sup>, 2022.**
- 3) Members can apply a maximum of twice per school year and will be funded \$500.00 per six credit course and \$250.00 per three credit course. The second course applied for will be funded as per above if all members applying for their first course in the school year have been funded, and if there are funds remaining in the budget. If there are insufficient funds to pay the full \$500.00 or \$250.00, (determined by the type of course the member applied for), the amount in the fund will be divided between the members applying for their second courses on a prorated basis. The amounts to be paid to members applying for second courses will be determined after the June 28<sup>th</sup> deadline for members applying for first courses.
- 4) Occasional Teachers must complete the attached PDF application form and forward it to the Professional Development Chair, Steve Stenman, for pre-approval. Applicants will be notified if funding has been approved.
- 5) Upon receipt of proof of successful completion of the course, a cheque will be issued. (Proof can include a copy of a transcript, an Ontario College of Teachers Statement, or a Course Certificate.)