

## Professional Development Education Fund Guidelines

To Submit documentation, you may:

1. Complete the form 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 2024-2025 school year must be received no later than **Sunday, June 29, 2025.**
- 3) Members can apply a maximum of once per school year and will be funded \$500.00 per six credit course and \$250.00 per three credit course.
- 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.)

**NB: The last day to submit documentation of successful completion of your course for the 2024-2025 school year budget is Sunday, June 29, 2025. Any documentation received after this deadline will apply to the following school year budget.**