

Professional Development Conference Application Form

Alberta Teachers Association – Greater Peace Local No. 13

Teacher: _____

School: _____

HFCRD PRSD

Email: _____

Phone: _____

Home Mailing Address:

(Street / PO Box) (Town) (Province) (Postal Code)

If PD activity is not a course or conference sponsored by an ATA Specialist Council or the Northwest Learning Consortium please attach specific details.

Conference Name / PD Activity: _____

Location: _____

Date of Activity: _____

Substitute Required? YES / NO

Dates sub required: _____ (max. 2 days)

**Please note: A half time teacher can claim 2 half days

Expenses will be paid by Greater Peace Local No. 13 to a maximum of \$750 for the 2023-2024 school year. Expenses need to be submitted within 30 days of the conference. An application must be submitted before the conference. Failure to follow these guidelines may result in no reimbursement paid; OR reimbursement may be paid at the end of June *only if PD funds remain*.

Agreement:

I certify that the above named PD activity is in line with the Teaching Quality Standard. I agree to submit my conference registration and other necessary receipts within one month of the activity. Should I have difficulty with this process, I will notify the treasurer as soon as possible. I understand that I will not be paid mileage – rather out-of-pocket expenses ONLY (ie: gas receipts).

Teacher's Signature

Date

Principal's Agreement:

I agree to the above named teacher's participation in the professional development activity.

Principal's Signature

Date

Please attach a copy of this document via email to the Vice President of the Greater Peace Local 13 – shirene.napier@hfcrd.ab.ca

Date received by Vice President: _____

Signature: _____

Accepted: _____ Rejected: _____

Application #: _____