



Professional Development (PD) Policy FAQ

Where can I find the forms for PD fund requests?

All PD forms and more information can be found on the NVTA website (www.nvta.ca) under [Professional Development](#). Send forms to pdfoms@nvta.ca.

What should I include with my request form for PD Funds?

Please ensure you include:

- Receipts that show payment
- A brochure or description of the activity
- Maps showing distance travelled if claiming mileage.

Send forms to pdfoms@nvta.ca

How much is my individual allotment?

Each eligible member may receive up to a maximum initial reimbursement of \$350 or one TTOC day (for contract teachers). If you receive reimbursement, but do not attend the event, you must notify the PD chair.

What are the different funding periods and their deadlines:

The last day of the funding period is the deadline for applying for Pro-D activities that take place within that funding period, with the exception of the Spring Funding Period.

- Fall funding – September to January 31 (deadline January 31)
 - Including activities that take place in July or August before the start of the school year
- Winter funding - February 1 to April 30 (deadline April 30)
- Spring funding – May 1 to June 30 (deadline June 1)
 - Please send paperwork for activities taking place within this funding period by **June 1** to allow for enough time to process cheques
- Top-up funding will be distributed after June 1

What allowable expenses are eligible for reimbursement?

All teacher-initiated activities including, but not limited to:

- Conferences (including PSA memberships), workshops, or lectures
- Non-credit courses
- Release time for a TTOC

For the full list of allowable expenses, refer to the [PD Policy and Guidelines](#) (p. 5)

What expenses are ineligible for PD Funds?

- Board-initiated activities
- Credit courses
- Locally developed or new provincial program implementation

For more information about ineligible expenses, refer to the [PD Policy and Guidelines](#) (p. 6)

Will PD funds cover travel and meal expenses How much can I claim?

PD funds will cover travel expenses such as:

- Accommodation, up to a maximum of \$125/night
- Meals, only when overnight accommodation is required, receipt required and paid at maximum as per BCTF per diem
- Mileage, in excess of 30 km/return, as per BCTF rate of \$0.68/km (include map)
- Parking, with receipts
- Other expenses with receipts, such as transit or ferry

Meals can only be claimed if overnight accommodation is also claimed. Receipts must be submitted, as per the BCTF rate for a maximum of:

- \$20/breakfast
- \$25/lunch
- \$40/dinner

How will top-up be handled? Do I need to send in another form?

Top up will automatically be paid after June 1 to those who requested PD funds throughout the year, if there are funds remaining in the following priority order:

1. To unpaid or partially paid
2. To late applications (after June 15)
3. Equally distributed to any members needing top up

Is everyone guaranteed to get top-up?

No, if unused funds remain from any of the three funding periods, top-up will be distributed equally to members who have outstanding reimbursement amounts.

Special Grants

Members can apply for special grants for activities over \$400. Reimbursement can be up to \$600, plus up to two (2) TTOC days. Applications are reviewed by the Pro-D Steering Committee with the following considerations:

- Applications deemed “extraordinary.”
- A willingness to teach other teachers about what you’ve learned.
- Usefulness in the classroom.
- Whether applicants have received special grant funding in the past 3 years.

Application packages should include a supporting statement which addresses criteria above, indicating how you expect this activity to benefit your work.

Forms can be found on nvta.ca under [Professional Development](#). Please send all forms to pdforms@nvta.ca.