

STEPS FOR PRO-D REIMBURSEMENT

Complete the Teacher Pro-D Reimbursement form and follow these key steps to ensure a timely reimbursement for professional development activities.



1 STATE YOUR PURPOSE

Include a clear description of activity or resource – how is this helping to develop your teaching practice? Consider the BCTF ProD Lens Questions.



2 INCLUDE RECEIPTS

All original receipts must be submitted, unless an online order then online receipt is fine (PDF)

Tape receipt to a blank piece of paper for processing.

Paper clip form and receipts together. (or scan all) **DO NOT STAPLE.**

Do not send photos of receipt or forms.

Order confirmations are not receipt of payment.



3 SEND TO PROD@SD72.BC.CA

Email documents to prod@sd72.bc.ca or send hard copies to Pro-D @ School Board Office through interoffice mail.

PLEASE SUBMIT WITHIN 60 DAYS OF EVENT/PURCHASE OR COURSE COMPLETION
Individual funds may not be shared/given to another teacher. You can order together and submit one form each with shared receipt.



4 NOTE ABOUT COURSE/WORKSHOPS

All courses, workshops etc. can only be reimbursed after the course/workshop is complete.

Please include receipt and documentation stating course has been successfully completed.



5 WHAT IS COVERED

A full list of criteria is include on the form.

- Professional Reading Titles - books, eBooks, audiobooks, magazines, journals
- Professional Memberships - PSA
- Conferences, Workshops, Seminar Fees & travel related expenses
- University Credit courses & textbooks
- Non-credit courses; MOOCs; online courses
- TTOC costs



6 PRO-D CONTACTS

Contact Erin Pickering - prod@sd72.bc.ca or Darlana DeVito darlana.devito@sd72.bc.ca

For any questions or to find out your Pro D balance.