

TTOC Professional Development Day Grant Application

Please submit this form for **preapproval at least two weeks in advance** of the professional development day being requested.

Principles of Professional Development in School District 72

Professional Development:

- Must be connected to and support student learning, wellness and achievement.
- Is a professional responsibility that includes teacher choice in activities guided by personal growth, school goals and the district strategic plan.
- Promotes a commitment to the development and enhancement of professional knowledge and skills that are connected to one's role as an educator.
- Encourages and supports teachers working together to reflect on their practice.

Grant Purpose:

This grant is intended to support teachers working as teachers on call in SD72 to continue their professional learning through funded access to professional development opportunities offered by the district or on the provincial PSA day.

Who is eligible for this grant?

- Application must be received at least two weeks in advance of the event date.
- Applications must include a clear education purpose of the professional development activities planned and details on how it relates to your professional practice.
- Submit completed application to prod@sd72.bc.ca
- TTOC's may apply to be hired to attend professional development activities on either the Provincial PSA Day or to attend district sponsored (initiated) professional development that occurs on scheduled pro-d days as outlined in the yearly Pro-d calendar.
- TTOC's may apply for up to 5 days of professional learning annually, this includes applying to attend the district pro-d day and a second day elected by the teacher. A separate application is required for each request.
- Should a TTOC require additional support please reach out to the CORE Pro-D Committee with the details for consideration.

Deadlines for 2024-2025 Grant Applications

October 25, 2024 – Deadline October 11, 2024

January 17, 2025 – Deadline December 20, 2024

February 18, 2025 – Deadline February 4, 2025

March 31, 2025 – Deadline March 14, 2025 (*if district events are offered*)

*Spirings PSA that do not fall on the above dates – applications must be received two weeks or more in advance.

If approved the applicant will receive an email confirmation with details regarding job assignment and required documentation – such as event registration and proof of attendance.

- Applicant is required to submit proof of attendance at activity within 14 days after event has occurred. Failure to do so could see the approval and associated funds reversed.

Any additional costs associated with activities that take place on these days is at the expense of the teacher applying regarding job assignment and required documentation – such as event registration and proof of attendance.

Any additional costs associated with activities that take place on these days is at the expense of the teacher applying. Applicant is required to submit proof of attendance at activity within 14 days after event has occurred. Failure to do so could see the approval and associated funds reversed.

TTOC Professional Development Day Grant Application

Application for the 2024-25 school year

Name:		Employee ID:	
Submission Date:			
Please identify which day you are applying for.	October 25, 2024 - Provincial PSA Day January 17, 2025 - School Based Day February 18, 2025 - School Based Day March 31, 2025 - District Day	Are you requesting:	0.5 FTE to attend a ½ event or 1.0FTE to attend an all-day event

Professional Purpose and Event Details: Please tell us about the learning you will do on this day. Outline a clear educational purpose of the professional development activities planned on the event date and how it relates to your professional practice.
 Please include how this relates to the BCTF PD Lens Questions of Relevancy, Responsibility and Autonomy. – [Click here to access questions](#)

Time Requested: <i>Check one.</i>	0.5 FTE	District Pro-D - TTOC pro-d grant fund 1.1.109.3474.1
	1.0FTE	
Total Preapproved:		

Make a copy for your records and forward the originals through interoffice mail to Professional Development @ School Board Office. Or email to prod@sd72.bc.ca. Once approved you will be notified by email with any further details.

For Office Use Only:

Signature – Pro-D Coordinator	
Signature – Associate Superintendent	