

Checklist to Apply for Self-Directed PD Funding 2024-2025

- ☐ Read the [Eligibility Guidelines](#) for Self-Directed PD Funding osstf27.org and ensure your PD opportunity is eligible.
- ☐ See your Branch/Bargaining Unit representative to obtain application forms. They are also posted at osstf27.org. [Application for Self-Directed PD Funding](#)
- ☐ Check with your principal / supervisor to find out what funds are available for PD through your school or the Board.
- ☐ Ask if your release time will be covered (if required). Inform your Branch/Bargaining Unit representative, if this is denied.
- ☐ Try and find other sources of funding (see Eligibility Guidelines) to help cover your expenses.
- ☐ Register for the PD activity. (You may want to wait until your principal gives approval before registering.)
- ☐ Keep your registration receipt as proof of payment.
- ☐ Keep all your travel, accommodation and meal receipts associated with the PD activity.
- ☐ When the PD activity is over, complete the OSSTF Educational Services Committee Application Funding Form (November 2024 version).
- ☐ Attach all relevant documentation and receipts.
- ☐ Have your application signed by your branch/bargaining unit representative or send to the District President if there is no Educational Services representative. (See below)
- ☐ Scan your application and documentation into **one pdf file**. Email the pdf file to wendy.bonnell@d27.osstf.ca). **Deadline:** May 30, 2025.
- ☐ Keep the original documents for your records.
- ☐ Applications will be reviewed by the OSSTF Educational Services Committee after May 30 and reimbursed by the end of June.

NOTE:

Members may submit more than one application each year. There is a maximum of \$500 available per member per school year, regardless of the number of applications per member. The amount of funding granted is dependent upon the total number of applicants as well as the total number of days of PD attended by all applicants. Members are **not guaranteed** to receive the full \$500.