



Professional Development Fund Guidelines 2025 2026

ALLOCATION

- The amount of funding per member will be determined at the beginning of the school year as it is based on the total number of permanent PSSP members and this fluctuates each year.
- The Professional Development allocation for 2025 2026 is \$250 per member.
- Any monies remaining in the PD Fund after June 5, 2026 will be used to top up member expenses over their initial allotment.

APPLICATION PROCEDURE

- PSSP members must complete the PSSP Professional Development Expense Form.
- An online form can be submitted or a paper form can be completed and emailed with all applicable receipts and/or confirmation of registration to Tanya Haist – tanya.haist@d23.osstf.ca.
- Both the online form and paper form can be found on the District 23 website at: <http://www.d23.osstf.ca/en-CA/pssp.aspx>
- All PD Claims must be submitted by: **June 5, 2026**. Cheques will be mailed to the address provided on the claim form.

CRITERIA

- PD funds are for Professional Learning and Professional Resources to assist in our day to day work.
- PD sessions during the work day requires approval from your supervisor. Supervisor approval must be included with your PD application.
- PD sessions outside the work day does not require approval from your supervisor.
- Use of these funds must be based on your role within Grand Erie.
- The PD Committee may approve/deny all or some of the monies requested. This could depend on the amount of money in the PD budget and/or the criteria.
- Disciplines may pool for their funding. A decision to do this must be member directed and agreed to by all members in the discipline.