

YK#1 PD Funds 101

There are 2 sources of funding for personal PD:

1. **PERSONAL PD FUNDS** - This source of funding helps support PD for Yk#1 employees who are not at KTW or KDS schools. These funds can be used to attend workshops or conferences, to purchase professional reading material (**up to 20% of the total funds in your account can be used. The application form & receipts must be submitted by March 31st**) or to pay for courses in full or the portion of the tuition fee not reimbursed by the Credit Course Funds. Presently each member receives \$800/year to a maximum of \$3000. In addition 2 sub days (2 calendar days) will be covered to attend professional development outside of Yellowknife. This does not come from the members' Personal PD Funds. Sub costs will not be covered for those who do not require a sub (Principals, PSTs, Counselors). Anyone less than 1.0 FTE will **only** be covered for 1 calendar day absent from work. They will not be covered for 2 days absence if they are .5 FTE.
2. **CREDIT COURSE FUNDS** - This source of funding helps support ongoing learning through the enrolment at an accredited institution for credit courses leading to a degree, diploma or certification for Yk#1 employees who are not at KTW or KDS schools. There are 2 groupings for the courses - School Year (September to June) and Summer. Applications for School Year courses are accepted 2X a year - by October 31 and by February 28/29. The School Year funds are divided in two to give members the chance to be reimbursed for 2nd semester courses. Summer applications are due 1st Friday in June. Presently \$800 / credit course up to a maximum of \$1600 for each session (School Year & Summer) is available. Depending on the number of applications in each session the maximum amount (\$1600) may not be given but the minimum amount of \$800 will be reimbursed.

Applying for PD Reimbursements

Step 1 -- Determine which source of funding is suitable for your PD. Complete the appropriate form from the Yk#1 PD Handbook **June 2023** Edition.

~~ **Page 10** for workshops, conferences, and credit courses (list under registration fees) not reimbursed by the Credit Course Fund (considered a top up). **NOTE** -- **Reimbursement is based on receipts provided, not a per diem. Alcohol charges are not reimbursable.**

~~ **Page 11** for professional reading material (up to 20% of the total funds in your account can be used.)

~~**Page 12** for Credit Courses

Step 2 -- Submit application to the PD Chairperson at yk1pd@yk1.nt.ca prior to the PD Session or commencement of the course. This step does not guarantee leave approval. Approval for leave from the school must be obtained from the Administration by following each school's protocols. If the conference takes place outside of Canada you must seek approval from the Superintendent.

Step 3 -- Attend the PD session, complete the course(s), or purchase the resources. Submit **all receipts** with a written breakdown **OR proof of payment** for course(s) plus **proof of successful** completion of the course to the PD Chairperson, at yk1pd@yk1.nt.ca

NOTE - Submission of documents to support reimbursement from:

- **Personal PD Funds** They must be submitted by the day before the start of the subsequent school year. This would be around *August 24*.
- **Resources** It is recommended that prior approval be sought before a large purchase is made. The application and proof of payment must be received by *March 31st* of the school year in which the purchase was made.
- **Credit Course Funds** Application, proof of payment and proof of successful completion must be received the day before the next application deadline date. This would be *Oct. 30, Feb. 27/28, & 1st Thursday in June*.
- An email address has been set up for all PD communications. Please use yk1pd@yk1.nt.ca for all future communications with the PD committee.

REMINDER - Pd money in your personal account is **NOT** your personal money. The money was negotiated in our contract to encourage professional development ultimately to improve the learning of our students. Upon resignation from Yk#1, the unused portion of PD funds remaining in any member's personal account will be rolled back into the general PD pool to be redistributed equitably to all active members.