



ETFO-Toronto Occasional Teachers' Local 2021-2022 Professional Learning Reimbursement Form

Reimbursements will be limited to a maximum of **\$250.00** per member for the 2021-2022 school year.

You may request a reimbursement for AQs, courses, workshops, conferences, or other forms of self-directed professional learning **up to a maximum of \$250.00 per school year**. A separate form is required for each funding request. Applications must be received within **150 school days** of the end date of the Professional Learning program on your application form.

Please complete the entire form to apply for funding. Incomplete forms will **not** be accepted.

Funding will be provided on first-come, first-serve basis. Total funding rebates in a school year may be limited to the budgeted amount listed in your Local's 2021-2022 budget (\$45,000).

To avoid delays in reimbursement, *please include your official receipt of payment from the PL provider and a certificate of completion* along with this form.

Send required documents via email to pl@ica.net, by **TDSB Courier** (Route NE) attention ETFO, or by **Canada Post** to:

**ETFO-Toronto Occasional Teachers' Local
17 Fairmeadow Avenue, Suite 209
Toronto, ON M2P 1W6**

Applicant Information: *Please print *All fields are required

Name: _____ TDSB Employee #: _____

Mailing Address: _____ Postal Code: _____

City: _____ Phone #: _____ Email: _____

Professional Learning Course Name: _____

Professional Learning Course Provider: _____

Start Date: _____ End Date: _____ Course Fee: _____

Supporting Documentation: Please ensure you have ALL required documentation.

- Completed PL Subsidy Form
- Official Receipt of Payment
- Certificate of Completion

OFFICE USE ONLY:

Approved by: _____ Treasurer's Signature _____

Amount and Date Payment sent: _____