

2024-2025 Professional Learning Reimbursement Form

Reimbursement: \$250 maximum per member between the 2024-2025 and 2023-24 school years

Funding: is on a first come first served basis for any occasional teacher who ***did not receive Professional Learning professional development funding in the school year immediately preceding the current school year***. Such funding will be approved by the released officers and/or the committee as available from the budget line 637 Professional Learning Rebate, and ***this alternating-year funding schedule takes effect September 1st, 2024***. (Professional Learning Committee Terms of Reference, updated May 7, 2024)

Eligible PL examples:

- AQ courses and other teacher training
- ETFO workshops & conferences
- First Aid/CPR

For further clarification as to whether a given program or course is eligible, please contact pl@ica.net.

Forms: A separate form is required for each funding request

Received Forms: must be at the local office **no later than June 14, 2025** and pertain to **courses taken after June 28, 2024**

Include:

- 2024-2025 Professional Learning Reimbursement Form
- Official receipt(s) of payment for the PL provider
- Confirmation of completion/attendance

Send Documents via:

- e-mail to pl@ica.net
- TDSB courier (Route NE), attention ETFO
- Canada Post to: ETFO Toronto Occasional Teachers' Local
17 Fairmeadow Avenue, Suite 209
Toronto, ON, M2P 1W6

PLEASE COMPLETE THE ENTIRE PL
REIMBURSEMENT FORM AND INCLUDE ALL NECESSARY DOCUMENTS WHEN
APPLYING FOR FUNDING

INCOMPLETE FORMS WILL NOT BE ACCEPTED

2024-2025 Professional Learning Reimbursement Form

Name: _____

Non-TDSB E-mail: _____

TDSB Employee Number: _____ Phone Number: _____

CHOOSE ONE:

- E-transfer (e-mail address for deposit): _____

- Cheque (complete address including city, postal code): _____

PL Course Name: _____

PL Course Provider: _____

Course Start Date: _____ Course End Date: _____ Fee: \$ _____

PLEASE SUBMIT FORM AND ALL REQUIRED SUPPORTING DOCUMENTATION TO:

PL@ICA.NET

- Completed 2024-2025 Professional Learning Reimbursement Form
- Official Receipt(s) of Payment
- Certificate of Completion / Certificate of Attendance

FOR OFFICE USE ONLY (Expense to Budget Line 637 PL Learning Rebate)

Date received: _____ Approved by: _____

Amount Paid: \$ _____ Amount left of \$250 allotment for 2024-25: \$ _____