



2024-2025 Professional Learning Resources Reimbursement Form

Reimbursement Amount: \$50 maximum per member between the 2024-2025 and 2023-24 school years (this is in addition to the \$250 maximum Professional Learning Reimbursement allowed per year)

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)

Resources Covered:

- resource(s) purchased for member use in any self-directed professional learning course(s), and books related to teaching
- culturally-relevant pedagogy and materials
- items beyond those provided by the Board (such as for specialized subjects)

For further clarification as to whether a given resource 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 15, 2025 and pertain to resources purchased after June 27, 2024

Include:

- 2024-2025 Professional Learning Resources Reimbursement Form
- Official itemized receipt(s) for the professional learning resource(s)

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

INCOMPLETE FORMS WILL NOT BE ACCEPTED



2024-2025 Professional Learning Resources 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 or Merchant: _____

PL Resource(s) Purchased: _____

Total Cost of All Resources Purchased: _____

PLEASE SUBMIT FORM AND ALL REQUIRED SUPPORTING DOCUMENTATION TO:

PL@ICA.NET

- Completed 2024-2025 PL Resources Reimbursement Form
- Official Receipt(s) of Payment

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

Date received: _____ Approved by: _____

Amount Paid: \$ _____ Amount left of \$50 allotment for 2024-25: \$ _____