PROFESSIONAL DEVELOPMENT APPLICATION and Expense Form for Credit Courses

Cranbrook District Teachers' Association
A Union of Professionals

Step 1: To be completed as early as possible **before** the scheduled conference/activity.

Name: _____ School: _____

FTE/TTOC: _____ Application Date(mm/dd/yy): _____

Personal Email: _____ Phone Number: _____
*suitable for etransfer

Credit Course: _____
*Attach course details to email

SessionDates: Start: _____ Finish: _____

Institution: _____

How does this relate to your practice? _____

Fill out after course completion

* *these items require receipts*

EXPENSES (Include course receipt upon completion)	**Step 1 (Estimated)** Fill out to be approved	**Step 2 (Actual)** *(Please type totals below)*
4. COURSE FEE:	$ 0.00	* $ 0.00
TOTAL:	$ 0.00	$ 0.00

Applicant's Signature: _____
I confirm the above information to be accurate

*As you are receiving reimbursement from ProD funds, you cannot claim the tuition amount on your tax return.

Office Use Only

Approved: _____ **Total Approved:** $ 0.00

Date: Amount Paid: etransfer/Cheque #:

(PD) updated by CDTA Pro-D Committee Sept 2026

INSTRUCTIONS FOR COMPLETING THIS FORM:

- Complete Step 1 of this form, including estimated costs, as early as possible before the scheduled conference/activity.

- Attach your conference details to the email. Do not include receipts at this time.

- Email a copy to your School Pro-D Rep.

- An APPROVED copy will be returned to you by your School Pro-D Rep. This will be forwarded to you within a day or two after the meeting (the Funding Committee only meets on the 2nd Tuesday of the month).You must save this form and add expense info to this approved application (see Part 2).

-Complete Step 2 of this form after attending the conference/activity. Please do not fill out Part 2 until all dates of the event have been attended.

- Email the completed copy, including required receipts.

- Save the copy for your records. Keep track of how much funds you use.

- PRO-D POLICY

- ✓ Funding will be distributed on a first-come, first-served basis
- ✓ Contract teachers are able to access up to $1200 (or .FTE equivalent) over a two year period. Please keep track of your spending. Your School Pro-D Rep can access that information for you at monthly Pro-D Meeting.
- ✓ Teachers on a temporary contract are able to access up to $600 (or .FTE equivalent) every year.
- ✓ TTOC's are able to access up to $500 every two years.
- ✓ Applications for Pro-D must be **PRE-APPROVED**.
- ✓ University/College credit course are eligible for Pro-D funding, using this form only. For non-credit course, please use Pro-D form "Workshops and Conferences".
- ✓ It is expected that teachers receiving Pro-D funding share information from the credit course with colleagues.

Mileage Chart (distances from Cranbrook)

Kimberley – 32 km	Jaffray – 51 km	Fernie – 100 km
Sparwood – 130 km	Invermere – 137 km	Elkford – 165 km
Lethbridge – 307 km	Calgary – 388 km	Kelowna – 532 km
Edmonton – 678 km	Vancouver – 845 km	