



HALTON ELEMENTARY OCCASIONAL TEACHERS'
PROFESSIONAL DEVELOPMENT

Application for Subsidy for Individual Professional Development

- ** The Halton Elementary Occasional Teacher Local is able to provide subsidy funding (**to a maximum of \$100 per person**) for Halton Elementary Occasional Teachers to attend a Professional Development Activity not offered by our own local.
- ** Please complete **ALL** portions of the REQUEST form in full

IN ORDER TO ACCOMMODATE THE UNIQUE NEEDS OF HALTON ELEMENTARY OCCASIONAL TEACHERS PLEASE NOTE THE FOLLOWING:

Halton Elementary Occasional Teachers may attend a Professional Development Conference/Seminar related to their specific interest and needs. Rather than submitting an application two weeks prior to the event, Halton Elementary Occasional Teachers requesting the Individual Professional Development Subsidy shall complete the REQUEST FORM and submit it, for consideration, with the event brochure, original receipts (keep a copy for your records) and a self-addressed stamped envelope UP TO ONE MONTH FOLLOWING THE EVENT. Please note that **only** registration costs will be considered. Forward the required information to **Halton Elementary Occasional Teachers, ETFO Office at 4475 North Service Road, Suite 101, Burlington, Ontario, L7L 4X7**

A copy of the **CONFERENCE BROCHURE MUST** accompany this application. Applicants will be notified in writing, by telephone or by CHATT (e-mail) of approval/denial of their request for subsidy funding.

Name: _____ Date of Application: _____

Address (include Postal Code): _____

E-mail Address: _____ Telephone : _____

Title of Event : _____

Date(s) of Event : _____

Rationale for this Professional Development:

Anticipated Expenses: Total Registration Cost: _____

THIS PROFESSIONAL ACTIVITY/ INSTITUTE/ COURSE WILL NOT BE USED FOR ADDITIONAL QUALIFICATIONS PURPOSES (AQ Courses)

Applicant's Signature: _____

**Completed forms should be forwarded to PD Chair at the ETFO – OT Office
4475 N. Service Road, Suite 101, Burlington, Ontario, L7L 4X7**