

Administrative Procedure 422

ENHANCED PROFESSIONAL DEVELOPMENT PROGRAM

Background

Quality teaching is enhanced when teachers engage in relevant professional growth opportunities.

Definition

Professional development will be defined as any planned activity which provides teachers with opportunities for growth in attitudes, skills and knowledge, leading to improved professional practice such as, but not limited to, instructional practice, pedagogy, assessment, counselling, and/or administration.

The Collective Agreement between the Alberta Teachers' Association and the Board provides funding for enhanced professional development of teachers.

The intent of this support is to ensure that assistance is provided to teachers for a variety of learning opportunities that are not fully funded through school-based budgets, Black Gold School Division Teachers' Professional Development Fund (AP 423), or the Black Gold Teachers' Local #8 PD Activity Registration Reimbursement (BGTL #8 Policy C.1).

Procedures

1. The Division will provide sixty six thousand dollars (\$66,000) per year for the Enhanced Professional Development Program (EPDP).
 - 1.1 Unused monies will roll over each year to a combined maximum of one hundred thirty-two thousand dollars (\$132,000).
 - 1.2 The accumulated amount will be equally allocated to for credit and not-for-credit professional development opportunities. On September 1 of each year:
 - 1.2.1 Fifty percent (50%) of the available monies from EPDP will be available for Division teachers to participate in for credit professional development opportunities, and
 - 1.2.2 Fifty percent (50%) of the EPDP will be available for Division teachers to participate in non-credit professional development opportunities within Alberta, unless evidence is presented that the professional development opportunity is only available elsewhere in Canada.
2. Principal approval is required for any professional development activities that may take a teacher away from regular duties for any time period. Superintendent approval is required for all out of province professional development opportunities.
3. Pre-approval is required to access funding through the EPDP.

- 3.1 Teachers complete the EPDP Application Form to access funding for professional development.

When will the Course or Conference be completed?	Fall Term (Sept 1 – Dec 31)	Winter Term (Jan 1 – Apr 30)	Spring/Summer Term (May 1 – Aug 31)
When do I Apply?	Spring/Summer (May 1 – Aug 31)	Fall (Sept 1 – Dec 31)	Winter (Jan 1 – Apr 30)

- 3.1.1 At the beginning of each year, monies will be evenly divided between the three application terms.
- 3.1.2 Approval is granted on a first-come, first-served basis for each of the three application terms, providing that applicants meet requirements set out below.
- 3.1.3 Any money not allotted during one term will carry forward to the next term.
- 3.2 Approvals are only valid for the year (September to August) that they were received.
- 4. A maximum of one day substitute teacher costs may be included in a teacher's application for a not-for-credit professional development activity. Such cost will be included in the total maximum amount that can be applied for.
- 5. Reimbursement claims must be submitted within 60 days of successfully completing the professional development opportunity and no later than September 15, whichever occurs first.
- 6. Eligibility
 - 6.1 Teachers holding a continuous contract with the Division may apply for participation in the program. Teachers on temporary or probationary contracts are not eligible to participate in the EPDP.
 - 6.2 Teachers with assignments of fifty percent (50%) or more will be eligible for the maximum amount; assignments less than fifty percent (50%) will be eligible for fifty percent (50%) of the maximum amount.
 - 6.3 Teachers who wish to access the EPDP while on a leave or interchange may only do so for courses or professional development opportunities completed in the last year of their leave.
 - 6.4 Teachers must be engaged in their regular duties in the Division to receive money through the EPDP. If on leave or interchange when applying for reimbursement, the monies will be paid when the teacher returns to work.
 - 6.5 Teachers can apply to the EPDP:
 - 6.5.1 Once each application term (refer to clause 3.1) for credit opportunities up to a yearly maximum of one thousand five hundred dollars (\$1,500).
 - 6.5.2 For only one opportunity, once each school year for not-for-credit opportunities up to a maximum of seven hundred fifty dollars (\$750).

7. For Credit, Post-Secondary Professional Development Opportunities (Taxable Benefit).
Note: A for credit course is one that has tuition eligible for a tax certificate from the educational institution. It is the applicant's responsibility to verify this with the institution.
- 7.1 Maximum amount available per teacher, per year is one thousand five hundred dollars (\$1,500).
 - 7.1.1 Can apply once per application term up to the maximum yearly amount.
 - 7.1.2 Eligible expenses are tuition and approved course materials.
 - 7.2 Course must be:
 - 7.2.1 related to the teacher's growth plan, curriculum, instructional skills, guidance/counselling, school administration or the safety of students, and
 - 7.2.2 a minimum of fifteen (15) hours.
 - 7.3 Funds disbursed are considered a taxable benefit by the Canada Revenue Agency (CRA).
 - 7.3.1 Disbursed funds will be included on T4.
 - 7.3.2 Teachers may be able to claim tuition on taxes (see CRA Regulations for more information).
 - 7.4 Applications for pre-approval must:
 - 7.4.1 be submitted on Form 422-1, and
 - 7.4.2 include a detailed proposed budget of all items that will be claimed
 - 7.5 Reimbursement Claims for pre-approved items must include:
 - 7.5.1 tuition receipts,
 - 7.5.2 course material receipts (if pre-approved), and
 - 7.5.3 verification of successful completion of the course.
8. Not-for-Credit Professional Development Opportunities
- 8.1 Maximum amount available per teacher, per year is seven hundred fifty dollars (\$750).
 - 8.1.1 Can only apply for one opportunity per year.
 - 8.1.2 Eligible expenses are registration, up to one day substitute teacher costs, transportation, meals and accommodations.
 - 8.1.3 Refer to AP 513 - Professional Development (PD), Travel and Meal Expenses for Division reimbursement guidelines.
 - 8.2 Professional development opportunity must be:
 - 8.2.1 related to the Teacher's Professional Growth Plan,
 - 8.2.2 related to curriculum, instructional skills, guidance/counselling, school administration or the safety of students, and

- 8.2.3 a minimum of fifteen (15) hours.
- 8.3 Applications for pre-approval must:
 - 8.3.1 be submitted on Form 422-2, and
 - 8.3.2 include a detailed proposed budget of all items that will be claimed.
- 8.4 Reimbursement claims for pre-approved items must include:
 - 8.4.1 registration/tuition receipt,
 - 8.4.2 transportation receipt or mileage claim (if pre-approved),
 - 8.4.3 Meal expenses, (if pre-approved), and
 - 8.4.4 Accommodation receipts (if pre-approved).
- 9. Approvals for the EPDP (including applications and reimbursement claims) will be processed by a committee consisting of the Associate Superintendent, Learning Services (or designate), a member of the Board of Trustees Black Gold School Division, and the Professional Development Chair (or designate) from the Black Gold Teachers' Local #8.

Reference: Section 18, 33, 52, 53, 68, 196, 197, 204, 222 Education Act
AP 423 Teachers' Professional Development Fund
AP 513 Professional Development (PD), Travel and Meal Expenses
ATA / BGSD Collective Agreement
ATA Local #8 PD Activity Registration Reimbursement (BGTL #8 Policy C.1)
ATA Practice Review Bylaws
Certification of Teachers and Teacher Leaders Regulation 84/2019
Guide to Education ECS to Grade 12
Ministerial Order #028/2020 – Student Learning
Ministerial Order #001-2020 – Teaching Quality Standard
Practice Review of Teachers and Teacher Leaders Regulation 92/2019

Forms: 422-1 Enhanced Professional Development Program Pre-Approval Application – For Credit, Post-Secondary Professional Development Opportunities
422-2 Enhanced Professional Development Program Pre-Approval Application – Not-For-Credit Professional Development Opportunities