



## **OCCASIONAL TEACHERS PROFESSIONAL DEVELOPMENT GRANT**

1. In order to apply, a teacher must be a current occasional teacher, **not on leave**, with the Ottawa Catholic School Board.
2. Two grants are allotted for each month of the year.
3. Each grant is worth a maximum of \$400.
4. The deadline for applying for a PD grant for a course taken in July, August, September, October, November or December, 2016 is June 17, 2016. The deadline for applying for a PD grant for a course taken in January, February, March, April, May or June, 2017 is November 30, 2016. Confirmation to the occasional teacher will be given as soon as possible.
5. An occasional teacher is eligible for one grant every three school year period. For example, if a grant was received in the 2014-15 school year, then she/he would only be eligible again in the 2017-18 school year. (All subsidies for the costs of taking the requested course must be disclosed.)
6. Occasional Teachers accepted for a grant will be reimbursed upon proof of successful completion of the course and the submission of receipts for costs of up to a maximum of \$400.00.
7. All proof of successful completion and receipts must be submitted within six weeks of completing the course or the grant will be cancelled and offered to the next applicant for that month.
8. **Teachers who are more than half-time permanent must apply for Permanent Unit Grants.**

**All information on this application will be held in strict confidence.  
Please read carefully and complete in full:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Home/Cell Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Course being taken:

Course \_\_\_\_\_ Cost \_\_\_\_\_

Course begin date \_\_\_\_\_ Course end date \_\_\_\_\_

Write reason funding needed:

<p>Your QECO level _____</p> <p>Have you ever received an OECTA Ottawa OT PD grant? ____ Yes/No ____ Year _____</p> <p>I have not and will not receive another subsidy for the costs of taking this course. _____ No, I have not.</p> <p>_____ Yes, I have.</p>
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I hereby certify that the particulars furnished herewith are true and complete in all respects and that, to the best of my knowledge, no relevant information has been withheld.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only applications that contain *all* of the information requested above will be considered.**

**Applications are to be sent to:** OECTA OT PD Funding  
43 Auriga Drive  
Ottawa, ON K2E 7Y8

**or by email to:** occasional@oectaottawa.ca