

**Professional Development Expense Claim *Pre-Approval Form***  
 (for individuals who want to access PD funds and you are creating your own PD activity)

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_ Date of activity: \_\_\_\_\_

**1. The area I want to focus on for my professional learning on this day is:**

<input type="checkbox"/> Personalized Learning	<input type="checkbox"/> Interactions with Students and Parents	<input type="checkbox"/> Assessment
<input type="checkbox"/> Classroom Management	<input type="checkbox"/> Collaboration with Peers	<input type="checkbox"/> Teacher Life Work Management
<input type="checkbox"/> Student Self -Regulation	<input type="checkbox"/> Changes in Learning Approaches	<input type="checkbox"/> Subject Specific Teaching/Learning Strategies – Subject
<input type="checkbox"/> Interactions with Peers	<input type="checkbox"/> Technology Integration	<input type="checkbox"/> Other _____

**2. More specifically, I want to learn:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. This will benefit my practice because...**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Here are the details of my activity, including locations and amount of time:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. PD is the primary purpose of this activity? If you are travelling to converse with a community member: is this a conversation that you can ONLY have in-person?**

\_\_\_ yes      \_\_\_ no

**Purposes of Professional Development**

The purpose of professional development is to assist members in:

- a. building and strengthening themselves as a professional body.
- b. establishing and maintaining a professional relationship with students/parents.
- c. initiating curriculum and instructional reform directed to improve teaching and learning.
- d. developing, discussing, revising and applying educational theories.
- e. improving the quality of professional practice through career-long professional development.
- f. engaging in professional and collegial conversations.

(BCTF Members' Guide 30.A.01)

**Submit a copy of this plan and your Expense Claim Form to your school PD Rep.  
 School PD Rep, please send completed form to PD Chair at pd67@bctf.ca.**

## **Professional Development Ideas**

The following are examples of professional learning experiences that teachers may undertake on a Professional Development Day. This is not an exhaustive list, as there are numerous ways to participate in professional learning.

For more ideas and suggestions, please talk with your school PD representative or the local PD Chair.

1. Research
  - Conduct an individual or group inquiry related to teaching and student learning
  - Work collaboratively within a team to research topics related to teaching and student learning
  - Participate in online courses or webinars or webcasts
2. Professional Networks
  - Participate in a provincial specialist association conference or activity
  - Facilitate a local or BCTF workshop
3. Professional activities
  - Visit to observe colleagues teach
  - Read an educational book in a book study group
  - Attend a professional conference or workshop
  - Discuss educational resources with a colleague
  - Participate in an assessment project
  - Participate in a school, district, or provincial professional development day activity
  - Job-shadow in a related work situation
4. Mentoring and coaching
  - Mentor another member
  - Mentor a student-teacher
  - Participate in a formal network within / outside the district
  - Participate in a district and / or local mentoring program
5. Learning through practice
  - Participate collaboratively in a school-based project
  - Collaborate to learn about and / or create a new instructional or assessment strategy
  - Conduct an action research project
6. Technology and Learning
  - Develop new technological skills to integrate technology into classroom practices and teaching practices / strategies

## **What isn't Professional Development**

- Prep activities – photocopying, laminating, developing worksheets, etc
- Doing long or short-term planning
- Writing previews
- Marking student work
- Setting up bulletin boards, classroom displays, organizing supplies, etc.
- Planning a field trip
- Engaging in tourist activities: sight-seeing, visiting historical monuments and public places for the experience of it
- Having conversations with community members
- Working on report cards

### **If you are not sure if it is PD, ask yourself:**

- Does this activity meet obligations to colleagues, collective agreements, and our profession?
- Have I voluntarily chosen this activity?
- Does this activity help me improve the work I do in my role as a teacher?

## Using Your Personal Professional Development Funds

### Some examples of things teachers can be reimbursed for:

- Professional conferences, courses, workshops, and seminars
- Travel to professional conferences, courses, workshops, and seminars
- Professional reading (receipts with book titles must be included)
- PSA memberships
- Educational software (license for teacher use only)
- TTOC charges related to attending a workshop or conference
- TTOC charges related to observing in a colleague's classroom

### Types of claims NOT covered by PD funds:

- Books and teaching materials that will be used directly in the classroom (e.g., workbooks, class sets of novels, newspapers, novels to be read aloud to the class, reproducible or consumable resources)
- Cellular phone roaming charges while traveling to a PD activity
- Activities that are a personal interest, rather than professional
- Activities that do not relate to teaching
- Trips in which PD is not the primary focus
- Travel for shopping for resources
- Computer hardware, digital cameras, ipods, etc.
- Bundled software and consumable software (e.g., antivirus program)
- Consumables (e.g., paper, pens, printer ink, etc.)

Note: These lists are meant to give ideas about the ways in which we can spend our personal professional development funds, and are not complete lists.