



LRTA Personal Professional Development Fund

The LRTA PPDF is available for members on term and permanent contracts to access autonomous professional development events.

All applications must be submitted through <https://ppdf.smapply.io/>. In-Town and Out-of-Town applications must be submitted a minimum of **10 teaching days** prior to the event.

All applications must have a thorough relevancy statement connected to your professional practice.



In-Town PD

In-town PD are events taking place in or within 75 km of Winnipeg or virtual sessions. They include workshops, conferences, seminars, and collaborative teacher initiated PD activities.

Maximum of 5 events or \$1000 per school year.
Once accessed, you are not eligible for Out-of-Town funding.

Tuition Fees

Courses, taken during the current school year (Sept. - Aug.), must be from an accredited post-secondary institution (university, college) related to Education. Applications must be made prior to the **June deadline** outlined in the PPDF guidelines.

Funding is set to maximum of \$200 per 3-credit hour course or \$400 per 6-credit hour course, up to \$1000. This is considered part of your In-Town PD allowance.



Out-of-Town PD

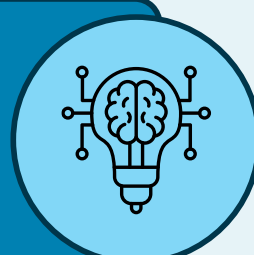
PD events taking place 75 km outside of Winnipeg and beyond. Approved applications will cover registration, airfare and baggage, accommodations, and a transportation and meal per diem. A maximum of \$2750 may be granted per application (plus sub costs) every 3 years. All other years it is a maximum of \$1000. See PPDF Guidelines for terms and conditions.

Applications will not be considered without an event schedule/program and detailed travel plans.

MTS PD Day

Members are eligible to apply for a maximum of \$50 for a PD event from a SAGE group identified by MTS on MTS PD Day. The MTS PD funding does not count toward any other category funding.

Applications must be submitted post event. No late applications will be accepted. See council highlights for the application deadline.



Reimbursement

- Members must complete the post-event follow-up and upload invoices within 20 days of their event completion.
- Please allow 2-3 weeks for reimbursement to be processed.
- Reimbursements for summer events and courses will be processed in September.
- Send your EFT Authorization form to the LRTA office.

*****APPROVAL IS DEPENDENT ON AVAILABLE FUNDS*****

Contact vp-pd@lrrta.mbteach.org with any questions