



# AP 136 FORM - PROFESSIONAL DEVELOPMENT

<b>APPLICANT:</b> _____ <b>EMPLOYMENT POSITION:</b> _____ <b>SCHOOL OR DEPARTMENT:</b> _____	<table style="width: 100%;"> <tr> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 70%;">Please <math>\checkmark</math> which applies</td> <td style="width: 20%; text-align: right;"><b>Approved Amount</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Directed PD</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Personal (Earned)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Director/Supt/CFO Requested</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	<input checked="" type="checkbox"/>	Please $\checkmark$ which applies	<b>Approved Amount</b>	<input type="checkbox"/>	School Directed PD	\$ _____	<input type="checkbox"/>	Personal (Earned)	\$ _____	<input type="checkbox"/>	Director/Supt/CFO Requested	\$ _____
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**Conference Details:** (Please attach program information including agenda)

**Conference:** \_\_\_\_\_ **Start Date & Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **End Date & Time:** \_\_\_\_\_

**Alignment with School LIP:**

**Projected Expenses:**

Registration Fee: \$ _____ Accommodations – Hotel/Motel: \$ _____ or Private @ \$35/night: \$ _____ Transportation (carpooling is encouraged) _____ km x \$0.46: \$ _____ Airfare: \$ _____ Meals (B-\$10, L-\$18, S-\$22): \$ _____	<p style="text-align: center;"><b>Please have the appropriate signatures at least two weeks prior to the conference.</b></p> <p>Applicant: _____          _____          Signature _____ Date _____</p> <p>Administrator / Supervisor: _____          _____          Signature _____ Date _____</p> <p>Director / Superintendent / CFO: _____          (when required) _____          Signature _____ Date _____</p>
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**Scan and send to pd@locbsd.ca. Retain original as your copy. Submission Date: \_\_\_\_\_**

<p><b>Actual Expenses</b></p> <table style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Pd by You <math>\checkmark</math></th> <th style="width: 10%; text-align: center;">Pd by Sch/Div <math>\checkmark</math></th> </tr> </thead> <tbody> <tr> <td>Registration Fee (receipt): \$ _____</td> <td></td> <td></td> </tr> <tr> <td>Accommodations – Hotel/Motel – (receipt): \$ _____</td> <td></td> <td></td> </tr> <tr> <td>    or Private @ \$35/night: \$ _____</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>Transportation (carpooling is encouraged):</td> <td></td> <td></td> </tr> <tr> <td>    _____ km x \$0.46 : \$ _____</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>    Airfare: \$ _____</td> <td></td> <td></td> </tr> <tr> <td>Meals (receipts req.)</td> <td></td> <td></td> </tr> <tr> <td>    _____ Breakfast @ \$10: \$ _____</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>    _____ Lunch @ \$18: \$ _____</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>    _____ Supper @ \$22: \$ _____</td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>    Other: \$ _____</td> <td></td> <td></td> </tr> <tr> <td><b>Total payable to Applicant \$ _____</b></td> <td></td> <td></td> </tr> </tbody> </table>		Pd by You $\checkmark$	Pd by Sch/Div $\checkmark$	Registration Fee (receipt): \$ _____			Accommodations – Hotel/Motel – (receipt): \$ _____			or Private @ \$35/night: \$ _____	n/a	n/a	Transportation (carpooling is encouraged):			_____ km x \$0.46 : \$ _____	n/a	n/a	Airfare: \$ _____			Meals (receipts req.)			_____ Breakfast @ \$10: \$ _____	n/a	n/a	_____ Lunch @ \$18: \$ _____	n/a	n/a	_____ Supper @ \$22: \$ _____	n/a	n/a	Other: \$ _____			<b>Total payable to Applicant \$ _____</b>			<div style="background-color: #e0f2f1; padding: 10px; border: 1px solid black; text-align: center;"> <p><b>Please fill out page 2 to complete your post PD summary.</b></p> </div> <p>Applicant: _____          _____          Signature _____ Date _____</p> <p>Administrator / Supervisor: _____          _____          Signature _____ Date _____</p> <p>Director / Superintendent / CFO: _____          (when required) _____          Signature _____ Date _____</p>
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**Office Use Only:**

Department	Instructional – <u>Division Directed</u>	Instructional – <u>School Directed</u>
Leads/Finance 1-2-11-160-224- _____ - _____	Teachers 1-2-12-160-223-100-537 <input type="checkbox"/>	Teachers 1-2-12-160-223-100-538 <input type="checkbox"/>
Maintenance 1-2-13-160-224- _____ - _____	Support Staff 1-2-12-160-224-100-537 <input type="checkbox"/>	Support Staff 1-2-12-160-224-100-538 <input type="checkbox"/>
	PreK Teachers 1-2-21-160-223-100-537 <input type="checkbox"/>	PreK Teachers 1-2-21-160-223-100-538 <input type="checkbox"/>
	PreK Support Staff 1-2-21-160-224-100-537 <input type="checkbox"/>	PreK Support Staff 1-2-21-160-224-100-538 <input type="checkbox"/>
		Personal PD Fund 1-2-12-160-223-100-539- _____ <input type="checkbox"/>



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1. Why was this PD valuable? Explain.

2. How will this PD help you in your Current position? How will it impact your school?

3. Would you recommend this PD to a co-worker? Why or why not? If so, what co-worker would you recommend it to and why?

4. What day will you be presenting your take-a ways from this PD to staff?