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***PROFESSIONAL IMPROVEMENT FUND APPLICATION***

**FROM APRIL 1, 2022 to AUGUST 1, 2023 ONLY**

NB: ⚫ Application deadlines: Submit to the Superintendent of Learning Services (Central Schools, Diverse Learning and Human Resources) c/o PIF Administrative Assistant by: Friday January 14, 2022 or Friday April 29, 2022

Teachers may apply in either of these funding periods.

⚫ Only eligible teachers may apply

● Only typed applications will be accepted

⚫ Please only include relevant descriptors and credit values

⚫ Do not include book and fee costs

**PLEASE read the following prior to phoning for information:**

* You may not apply for PIF and SABBATICAL LEAVE at the same time
* You may not apply for PIF and PGS within the same calendar year
* You are ineligible for PIF if you received a SABBATICAL within two (2) calendar years prior to the application
* If your application is approved you will be ineligible for Sabbatical Leave or PIF for the next two (2) calendar years

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|  | a) | The guidelines for the Professional Improvement Fund are available from Human Resources on the [ASK](https://ask.cssd.ab.ca) portal or at www.ataloc55.ab.ca under the **PGS and PIF** tab. These guidelines answer most questions relating to eligibility, subsidy, terms of reimbursement, etc. |

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|  | b) | You will receive a written reply within thirty (30) days following the Committee Review meeting either granting or rejecting your request. |

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|  | c) | TUITION Funds will not be paid until ***the Tuition Receipt Submission form and appropriate receipt(s)*** are submitted to the PIF Administrative Assistant. These forms must be submitted within *two (2)* month of course completion(s). Course(s) must be completed within the **2022-2023** grant period. |

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| **Name:** |  | | |
| **School/Department:** |  | **Employee ID:** |  |
| **Home Phone:** |  | | |
| **Teaching Assignment:** |  | | |
| **Years (F.T.E.) with CCSD:** |  | | |

**I AM APPLYING TO PIF FOR:**  **A. TUITION  B. L EAVE**  **C. TUITION AND LEAVE**

**A. TUITION:**

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| --- | --- | --- | --- |
| **Program Course/Course ID#** | **Institution** | **Start & End Date(s)** | **Tuition $ in CAD/US** |
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|  |  | **Tuition Total in CAD funds:** | $ |

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**what are the expected outcomes which will support teaching and Learning?**

**B. LEAVE:**

**Preparations/Research you have made to date (INCLUDING ANTICIPATED DATES):**

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**FULL DESCRIPTION OF PROPOSED ACTIVITY AND DATES (PLEASE BE SPECIFIC):**

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**how will this leave enhance your professional goals and support teaching and learning?**

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Number of Leave days requested:       Estimated cost of Leave:

*Based on $222.00 per day*

How might you share your PIF experience with others?

1. In a written format 2.  In a presentation format 3.  By being a mentor to others

Have you previously received a sabbatical leave?  Yes No

If yes, in which year?

Have you previously received a PIF?  Yes No

If yes, in which year?

Do you plan to apply for or have you received PGS funding?  Yes No

Will you receive any other funds for tuition?  Yes No

If yes, please specify:

This request has been discussed with my Principal:  Yes No

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Signature of Applicant Date

Refer to "PIF GUIDELINES” for further information.

**Submit this application to**:

**Professional Improvement Fund**

**c/o PIF Administrative Assistant by:**

* Pony - ATA Local #55
* Email - [pif@ataloc55.ab.ca](mailto:pif@ataloc55.ab.ca)