

***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