



## IN-SERVICE AND PRO-D FUNDING APPLICATION FOR PRE-APPROVAL



<input type="checkbox"/> <b>IN-SERVICE FUND</b> <ul style="list-style-type: none"> <li>Directly related to current position</li> <li>80% reimbursement</li> <li>\$1000.00 max per school year (July-June)</li> </ul>	<input type="checkbox"/> <b>PROFESSIONAL DEVELOPMENT FUND</b> <ul style="list-style-type: none"> <li>Enhance skills and/or prepare for future District postings</li> <li>Paid time off not provided</li> <li>80% reimbursement</li> <li>\$1000.00 max per school year (July-June)</li> </ul>
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### 1. About You:

Name:		Emp #	
Current Position:			
Work Location:		Seniority Date:	

### 2. About the Course You Wish to Take:

Course Name: <b>Please include a course outline</b>			
Provider:			
Location Being Held:			
Is Course Available Locally?			
Course Date(s):		Course Cost:	
Reason for Taking Course: <small>(attach separate page if required)</small>			
Is this course part of a Certificate/Diploma/Degree Program? If yes, which one?			

**3. Time off Requirements (if any) Management understands that member may be away with no relief coverage for this absence. This fund does not cover any wage expense. Supervisor's signature NOT required if you do not need time off work.**

Will time off work be required?		
If yes, dates and times:		Is Relief Required?
Principal/Supervisor's Name:		Date:
Principal/Supervisor's Signature:		

Applicant Signature:		Date:
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Applicants: Complete form, scan and email to [CUPE.reimbursements@sd23.bc.ca](mailto:CUPE.reimbursements@sd23.bc.ca)

Employees are not to make any financial commitments until approval is obtained from the Professional Development Committee.