

**P.D. 1 Form**  
**PROFESSIONAL DEVELOPMENT APPLICATION FORM**  
**For School Based Pro-D Funds**

NAME OF APPLICANT: \_\_\_\_\_

SCHOOL NAME : \_\_\_\_\_

NAME OF CONFERENCE/WORKSHOP: \_\_\_\_\_

DATES: \_\_\_\_\_ LOCATION: \_\_\_\_\_

REASON FOR ATTENDING \_\_\_\_\_

REGISTRATION FEE: \_\_\_\_\_

EXPENSES BEING APPLIED FOR:

FEE: \$ \_\_\_\_\_ TEACHER ON CALL \$ \_\_\_\_\_ OTHER \$ \_\_\_\_\_  
(Please Specify)

DATE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TEACHER

\_\_\_\_\_  
SIGNATURE OF PRO D CHAIRPERSON

PROCEDURES

1. Submit this form to your Pro-D Rep at your school for consideration.
2. You are responsible for arranging for a teacher on call (if required and approved). Please confirm arrangements with Principal or Vice-Principal.
3. Upon your return from the conference/workshop, please complete Professional Development Reimbursement Request Form (PD2) and give it to your school Pro-D Rep.
4. Applications must have the approval of the School Based PD Committee.

SCHOOL PD COMMITTEE USE ONLY (Please check to see all sections are being completed.)

APPROVED AMOUNT: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_ REASON: \_\_\_\_\_

**Pro D Chair keep original of this form in binder for accounting purposes.**