Langley Joint Professional Development Committee
Policy & Procedure Guidelines 2026-2027

1. ELIGIBILITY FOR FUNDING

a. Any teacher who is employed by the Langley School District in a full or part time assignment during the school year
b. If a teacher leaves the Langley District during the school year, funding stops on the day that they leave. Any previously approved Pro-D activity for funding will be rescinded if the Pro-D occurs after the date that the applicant leaves.
c. If a teacher is retiring in the Langley District, the Pro-D activity must occur before their retirement date in order for them to be eligible for funding.
d. If a teacher becomes an Administrator during the school year, funding stops on the day that they leave the bargaining unit. Any previously approved Pro-D activity for funding will be rescinded if the Pro-D occurs after the date that the teacher leaves.
e. TTOC's are eligible for Conference funding if they have worked at least 60% (36 days) in the prior 3 months of the school year and year prior (May-October).
f. Members on full-time leave do not qualify for funding.

2. ACTIVITIES ELIGIBLE FOR FUNDING

All Pro-D activities eligible for funding must show a clear connection to the applicant's professional practice and their work with students in their school setting. Link to BCTF Professional Development Lens

Workshops	Seminars	Conferences	Webinars
Inquiry*	Mentoring*	Collaborations*	PSA Membership in conjunction with PSA Conference
First Aid Courses - when directly related to the curriculum in an applicant's current teaching assignment	Self-directed Pro-D Activites- applicants are expected to use local resources if available*	Credit course work in an educational field	Observations-applicants are expected to observe a local teacher/resource if available*

** A completed Self-Directed form must be included - form is available on LTA ProD website.*

3. ACTIVITIES NOT ELIGIBLE FOR FUNDING

Marking	Curriculum Implementation, Lesson Planning, Unit Planning, etc.	Time for completion of course work (credited course: TESOL, Masters etc.)
In-Service (Training required by employer)	Membership Dues other than PSA in conjunction with a PSA conference	Entire school staff released for a Pro-D activity on a non-Pro-D day
Resources	Ministry Implementation Series	First Aid Courses - except when directly related to the curriculum in an applicants current teaching assignment. (Separate funding available for those who wish to be the schools designated First Aid attendant.)
Completion of Ministry/District mandated paperwork	Field trips or other events where the applicant is in a supervisory role	

There are 4 types of funding teachers may apply for: General, Personal, Credit Course and Summer.
Please ensure you read through sections 4-7 to understand the differences.

4. GENERAL FUNDING ALLOCATION

a. Applicants can receive a maximum of **$500** for ONE eligible Pro-D activity. Only one application for funding in the school year (Labour Day-June 30).
b. The approved amount is not bankable or transferable.
c. Applicants can only be reimbursed for the amount that was approved even if the cost was higher. Applicants are reimbursed up to the value of the receipts submitted even if the amount approved was higher.
d. Money is allocated on a first come, first served basis for qualified applications. Applicants can apply anytime during the school year.
e. General funding may not be used towards credited course work.
f. TTOC's that work exclusively for Langley, can apply for JPD General Funding to cover the registration fee, including PSA membership, for a conference. TTOC's are eligible for Conference funding if they have worked at least 60% (36 days) of work days in the prior 3 months of the school year and year prior (May-October).
g. If an applicant is presenting at a National or International Pro-D Conference, applicants may apply for up to $500 from the

general fund and provide TTOC release days if the applicant is not being funded or paid by the organizers. If the applicant is being paid or partially funded, only qualified portions that are not covered by the organizers can be funded.

h. TTOC release days funding may be granted to an applicant who is attending a Pro-D activity that coincides with opportunities in competition, performance, or service learning. The funding is only for the days that the applicant is fully engaged in the Pro-D activity. The Pro-D activity must make up more than half of a full day's time in order for funding to be considered. A detailed rationale with a schedule and syllabus must be provided. Funding will not be granted for days when the applicant is participating in the competition, performance or service learning.

i. Pro-D funds and TTOC release days cannot be used to extend designated school breaks. Educational Conferences will be considered.

5. PERSONAL FUNDING ALLOCATION

a. **$150 per 1.0 FTE** (pro-rated) to be allocated to each term and continuing teacher in the district each year. To calculate the pro-rated amount, multiply your FTE amount by $150. *For example, a teacher with a 0.4 FTE will accumulate 0.4 x $150 = $60 for the school year in their JPD Personal Fund*. FTE on **October 1st** of the school year will be used.

b. Unused JPD Personal amounts will accumulate over time.

c. Members should keep track of their own funds in case there are any discrepancies between their Pro-D accounting and the JPD Committee's records.

d. Should a teacher retire or leave the district, any amount of JPD Personal Pro-D funding they have remaining will be transferred into the JPD General Funding Account.

e. Personal Funding applications for Credited Course work in educational fields are to follow the same policies and procedures as the seperate Credit Course Work Funding.

6. *NEW* SELF-DIRECTED PRO-D

a. Members applying for self-directed Pro-D can apply for up to $800 in Joint Pro-D Funding combining General and Personal Funding or Summer and Personal Funding

7. CREDIT COURSE FUNDING ALLOCATION

a. Members can apply for up to **$1000** for credit course work in educational fields every 2 years. Members will be reimbursed upon completion of each course, split equally over two calendar years.

b. Members must apply and be approved prior to the start date of the course. The Fund will be used on a first come, first serve basis until the $30,000 budget is depleted. At that point a waitlist will be started.

c. Funding will be set aside each year to help fund credit course work for teachers with a continuing or term contract. The 2025/2026 Budget for this will be $30,000.

d. Priority will be given to applicants that have not yet received funding in previous years.

e. Members that have access to Remedy (including Pro-D or Resources) funding must apply to the school district remedy account and use it first.

f. Members can only access funds through either Remedy, Joint Pro-D Credit Course Work Funding, or their Joint Pro-D Personal Funding amount to a maximum of $1000 over a two-year time period.

g. Reimbursement Requirements - Receipts are to be submitted once you have completed your course. Receipts must indicate the Instiitiution course name. course number and the amount paid.

h. Members are required to sign a disclaimer form and submit it when they submit their receipts for reimbursement.

8. SUMMER PRO-D FUNDING ALLOCATION (Start dates from July 1 - Labour Day)

a. Summer funding is separate from school year funding.

b. A teacher can apply for summer funding even if they had already received funding for a eligible Pro-D event in the school year.

c. The Joint Pro-D Fund will budget $5000 to be set aside for summer funding. The Committee reserves the right to decide if any leftover surplus funds should be added on to the Summer Fund or rolled over to the following school year.

d. Applicants can receive a maximum of **$500** for ONE eligible Pro-D activity/application in the summer (start dates from July 1 - Labour Day).

e. The approved amount is not bankable or transferrable.

f. Applicants can only be reimbursed for the amount that was approved even if the cost was higher.

g. Applicants are reimbursed up to the value of the receipts submitted even if the amount approved was higher.

h. Money is allocated on a first come, first served basis. Summer applications can be submitted starting April 1st of the school year. Applications received before this date will not be considered.

9. TTOC RELEASE DAYS FUNDING ALLOCATION

a. Applications MUST be received before the Pro-D activity occurs, and before the deadline indicated on the application. The

Pro-D activity cannot occur before the Committee has had a chance to process and approve the application. Applications are processed once a month at the Committee meetings. The Committee does not approve applications retroactively.

b. Applicants can apply for multiple days for TTOC release days funding. There are over 1000 days for all eligible members to share.
c. The number of TTOC days approved by the Joint Pro-D Committee for the purposes of professional development for a member may not exceed 10 days in a school year.
d. TTOC release days are not bankable or transferrable.
e. TTOC release days are only valid on the dates that they were approved for.
f. TTOC release days are not given for days when the applicant is not normally working.
g. TTOC release days are not to be booked before receiving approval from the Committee. Doing so could result in the teacher covering the cost of the TTOC.
h. Use 'Pro-D Joint District' to book Committee pre-approved TTOC release days. The use of 'Pro-D Joint District' is monitored by the Committee to ensure that it is being used properly and used only after the Committee's approval.
i. If the applicant cannot use the TTOC release day for the approved date due to circumstances beyond their control such as illness, TTOC shortage, rescheduling of the Pro-D activity by the facilitator, etc., the Committee MUST be notified. If the TTOC release day is still needed for the same Pro-D activity on a different date, the applicant can transfer the day AFTER receiving a confirmation from the Committee.
j. If an applicant's dollar funding is rescinded for a previously approved application due to the receipt not being submitted before the deadline indicated, the pre-approved TTOC release days for that application are not affected.
k. TTOC release days funding may be given for travel time to Pro-D activities.
l. Amount of time given is based on the following criteria: start and end dates of the Pro-D; start and end times of the Pro-D; distance travelled; time zone change; method of transportation; and should attempt to minimize impact on students and the district.
m. Pro-D funds and TTOC release days cannot be used to extend designated school breaks. Educational Conferences will be considered.
n. The Pro-D activity must be at least the equivalent of a half day for release.
o. Non-consecutive release days must be applied separately and each day must have a separate plan outlined on the Self-Directed form.
p. TTOC release for collaboration and observation days should be maximum of 2 consecutive days if consecutive days are required.

10. APPLICATION PROCESS

a. Applications must be submitted by emailing the completed (fillable) PDF to prod@langleyteachers.com
b. Applications MUST be received before the Pro-D activity occurs, and **BEFORE** the deadline indicated on the calendar posted on the application. The Pro-D activity cannot occur **BEFORE** the Committee has had a chance to process and approve the application. Applications are processed once a month at the Committee meetings. The Committee does not approve applications retroactively.
c. Applications with Pro-D activities that occur before the Committee has had a chance to consider and process them will be declined.
d. Applications MUST include a valid website link, document and/or brochure that has the following information: start and end dates; start and end times; content/synopsis/schedule; location; fee ***(Canadian currency, including all taxes, etc)***. Informational documents generated by the applicant will not be accepted.
e. An application should not be submitted until there are correct confirmed dates and information.
f. Applications with tentative dates, incomplete and/or incorrect information, or any other content that cannot be verified by the Committee will be either cancelled or declined.
g. Each teacher must submit their own application. Group applications are not accepted.
h. Applications for the following school year are generally not accepted until September. Should your Pro-D occur in September you can submit an application in June.

11. TRAVEL AND ACCOMMODATION COSTS

a. All requests for travel and accommodation costs must be submitted ***prior to the event*** and with the Joint Pro-D application form.
b. There is no travel or accommodation reimbursement for one day conferences or workshops within the Lower Mainland. The Lower Mainland boundary is defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South and Lions Bay to the North.
c. Travel expenses, including mileage and hotel costs, for multi-day conferences inside the boundaries (as defined in 10b) can be applied for and will be considered by the Committee. Be sure to indicate your home city on your application form.
d. Meals and parking are never covered by the Fund.

e. In order for the Fund to reimburse for any travel/accommodation costs, a paid registration receipt or confirmation of attendance to the event must be provided.
f. Car mileage is calculated at **$0.73** /kilometer (rate may change) from the applicant's home address to the conference/ workshop site (round trip).
g. Applicants are encouraged to carpool to an event.
h. All mileage claims must be submitted via a completed Joint Pro-D Committee Mileage Claim form.
i. The Committee reserves the right to ask for additional information to verify any travel or accommodation claim.

12. WAIT LIST FUNDING & CANCELLATIONS

a. Applicants are put on a wait list for dollar funding when all the money has been allocated for the school year.
b. Applicants will be notified if funds becoming available from cancellations, etc.
c. A cancellation can be at the request of an approved applicant who can no longer attend or from an approved application where a receipt was not submitted on time.
d. In order to be considered for a reimbursement, a wait list applicant must submit their receipt by the deadline indicated on their application. Failure to do so will result in a forfeiture of the wait list spot.
e. Emails will be sent to applicants who might be eligible for a "wait list" reimbursement.

13. RECEIPTS & REIMBURSEMENTS

a. Digital receipts are to be submitted AFTER the Pro-D activity has occurred and must be received by the Committee on or before the deadline indicated on the application form. If Pro-D extends over several weeks, submit receipts within 30 days AFTER final day of Pro-D. **Receipts submitted BEFORE the Pro-D activity has occurred will not be considered**.
b. Receipts must show the original applicant as the Payer in order for a cheque to be issued for reimbursement. In cases where the member is not the payer, the member is required to submit a receipt with their name verifying they are the Pro-D attendee, and a check will be requested in the members name, not the payer's.
c. Cheques are issued individually to the applicants who were approved for funding. No one individual can claim reimbursement on behalf of a group.
d. Cheques are issued monthly at the Committee meetings. They will be then sent via District mail to the worksites indicated on the application forms.
e. No replacement cheque will be issued.
f. Receipts not submitted within 30 days of the Pro-D event will result in the approved funding being rescinded.
g. Receipts must show Canadian currency, or will be paid at PAR.

14. APPEAL PROCESS

a. An applicant can appeal the Committee's decision on an application as long as the appeal is received by the Committee before the next meeting date. It CANNOT be appealed if the school year has ended.
b. All appeals are to be submitted via the District Joint Pro-D Committee Appeal Form, any other form of submission will not be considered.
c. Once a decision has been made on the appeal, the appellant will be informed within 3 school days of the decision and its rationale by the District Joint Pro-D Chair.
d. The decision made by the Joint Pro-D Committee on an appeal is final.

15. DEFINITIONS

General Funding - activity must begin between Labour Day and before July 1st of the current school year.
Summer Funding - activity must begin between July 1st and Labour Day of the current school year.

EMAIL Committee:
Correspondence to prod@langleyteachers.com - emails will be answered on the next Committee meeting date.
Documents (applications, receipts etc.) to prod@langleyteachers.com
Please DO NOT correspond with Committee members via personal school district email.

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THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term "teachers' professional development" is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

The Outer Ring: Necessary factors

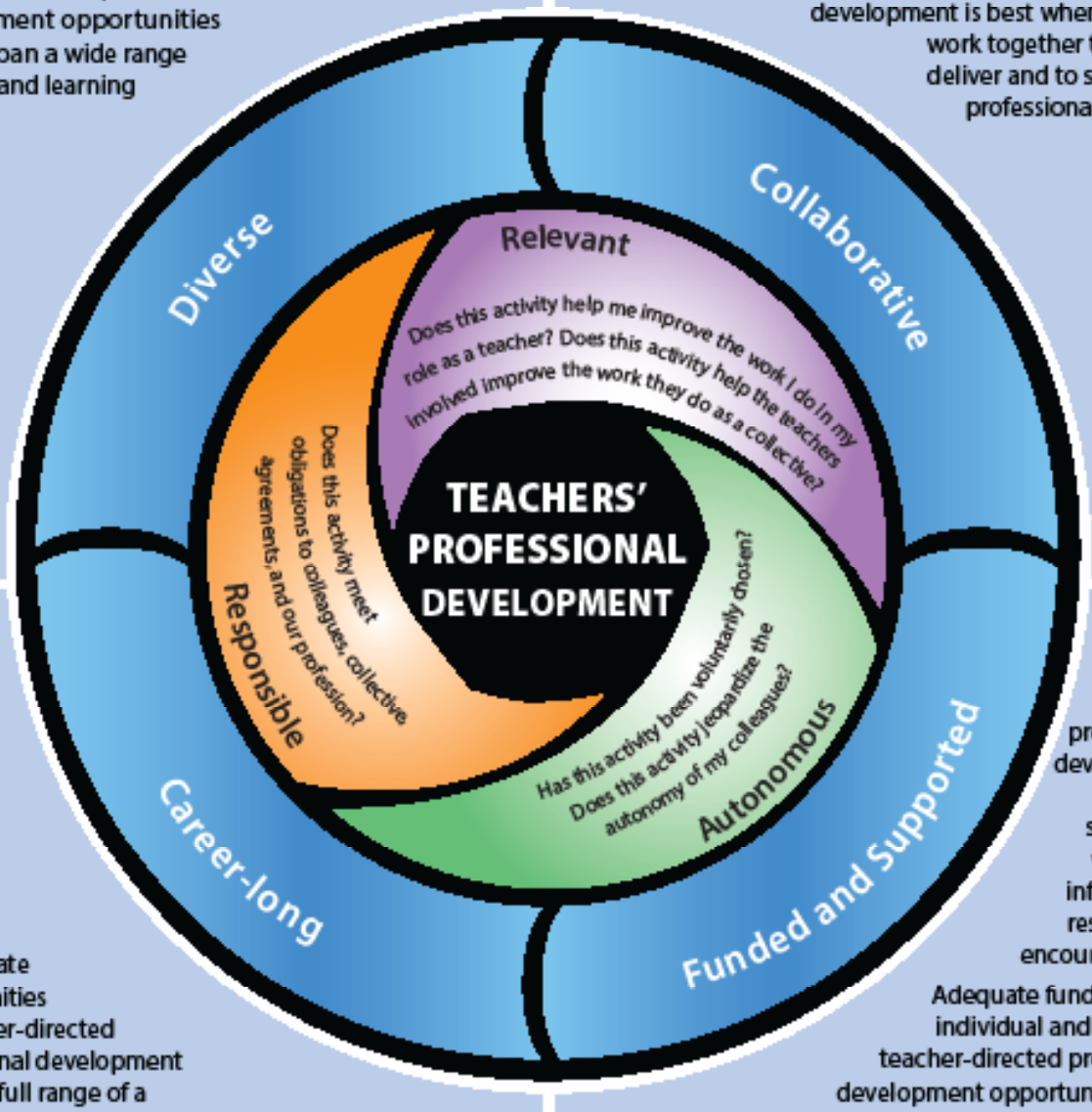
The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

Diverse

Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

Collaborative

Teacher-directed professional development is best when teachers work together to plan, to deliver and to share their professional learning.



Appropriate opportunities for teacher-directed professional development span the full range of a teacher's career.

Career-long

Teacher-directed professional development must be supported with time, information, respect, and encouragement.

Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

Funded and Supported