

PROFESSIONAL STAFF DEVELOPMENT FUND - INSTRUCTIONS TO APPLICANTS

In order that your application for funding under the PSS Fund may be considered, please do the following:

1. Refer to the PSS Fund Guidelines.
2. Only **one** course per application please.
3. Complete the application form online **two weeks prior** to the commencement of the activity. Applications **after** the course has begun **will not** be considered.
4. If you do not take the course, it is your responsibility to go online and cancel your application as soon as possible.

GENERAL INFORMATION:

1. There can be **no** verbal authorization of funding.
2. You will receive an e-mail notification.
3. Levels of Funding: 1) \$25 - \$300.00 - **every school year** (see guidelines); and 2) \$301 - \$1,500 - **every three school years** (see guidelines).
4. In the event you have any questions or concerns, please contact the Staff Development Office at 403-242-7555 ext. 3.

IF YOUR APPLICATION FOR FUNDING IS APPROVED YOU ARE RESPONSIBLE FOR THE FOLLOWING:

In order to receive your reimbursement **ALL** expense receipts (including registration, accommodation, taxi etc.) and certificates to support the amount claimed must be **entered online** (itemized receipts only -- no credit card receipts will be accepted), otherwise claims **will not** be reimbursed.

No advances will be allowed and reimbursement **will not** be made after 30 days from the course or conference completion date.

[Click here for instructions on "How to Submit your Receipts for Reimbursement"](#).

**MEMBERSHIP FEES CANNOT BE PAID THROUGH
THE PROFESSIONAL STAFF DEVELOPMENT FUND.**