



AQ COURSE FUNDING

Guidelines, Funding, and Application Process

D16 T/OT is committed to the professional learning of our members. Additional funding is available for us to offer up to \$150 per member, per year (July 1 - June 30) towards an AQ course.

Guidelines:

1. Any member may submit an application to access AQ funding. The maximum amount to be reimbursed is \$150 per member, per school year on a first-come, first served basis.
2. Our financial year runs from July 1 - June 30. Applications will begin to be accepted each year on May 1st prior to the summer AQ sessions and close on April 30th for the current school year, or when funds have been exhausted. Apply early. If you are planning a course in the second semester, you can apply early to secure the funds.
3. Reimbursement is not guaranteed until you receive approval. Please wait for approval before incurring any expense to ensure you are approved and funds remain. Once you have received approval, you can complete our reimbursement form including a clear and detailed receipt for your AQ course, including institution name, course name and the cost.
4. PQP courses are not eligible for this funding.

Application:

To submit an application, complete the application form on our website. This is a new funding line and any AQ courses taken prior to July 1, 2024 do not qualify.

The deadline to apply is April 30th for courses taken in the current school year and previous summer sessions, or when funds for the year have been depleted.

***Approval may take up to two working-weeks during the school year.
Applications submitted during July and August will be reviewed in September.***

Note: Any AQ courses related to equity and anti-racism may be available for funding through the province, up to \$400 per member. The application process and forms for this are available on the Education Services Committee page on our website and we would encourage you to apply for this funding as well. The funds are available on a first-come, first served basis.

Reimbursement:

After receiving approval of your application, use the reimbursement form on our website and upload your receipt. A receipt must be received for any reimbursements. Payments will be processed upon completion of the course (or in September from summer courses). Please allow up to 4 weeks to receive the cheque via interoffice mail to contacting the office.