

ADLC Professional Development Application Process

There are two kinds of Professional Development: Directed training and non-compulsory professional development. A Professional Development Application form must be completed by all employees for both types of professional development. This form is available in DocuShare (see link to form within Pembina Hills AP40-24).

Definitions:

Compulsory training: Training **required/mandated** by the Supervisor to maintain or update skill sets. Without this training, they are unable to fulfill job expectations. For example, the employees in the Digital Design Unit are required to participate in training to develop the skill set necessary to fulfill their job responsibilities. Therefore, their professional development is directed and compulsory with all related costs covered.

Non-compulsory professional development: Training that enhances or improves an existing skill set. The employee is able to do their job without this training, but having the training will improve their overall capabilities.

- The Professional Development Application Form must be completed, including details of travel, by the employee and authorized by the supervisor **BEFORE** the employee enrolls in the Professional Development activity. This must be completed for all Professional Development activities.
- A copy of The Professional Development Application Form must be attached to the registration invoice and the employee's expense claim in order to be reimbursed.
- When the Professional Development activity occurs outside of Alberta or when the allotted amounts requested for Compulsory Training exceeds \$1,000.00 annually, the Professional Development must be authorized by the Superintendent or Assistant Superintendent.
- All PD-related registration/tuition, travel, meals and accommodation is charged to the professional development budget (code 380 for teachers; code 381 for

support staff) against the staff member's individual PD allotment. Staff may pool their allocations within a school year, informing ADLC administration.

- The school is budgeted a per employee amount for Professional Development. These amounts are allocated for registration or Professional Development materials costs. Teachers are allotted an additional \$80 each from the Alberta Teachers Association Local which can be used towards these costs.