

Monday, August 29, 2011

To all in-school administrators, members of the CPD

Subject: 2011-2012 Changes to the CPD Information Document

Dear Sir/Madam:

Enclosed please find important changes to the CPD Information Document for next year.

I invite you to take note of the changes and to consult the official CPD text on the FQDE Website at the following address: <http://fqde.qc.ca>.

Should you have any questions in this regard, please contact your association representative or the undersigned at 514-353-7511.

I trust that you will find this information useful.

Yours truly,

Marie Boucher
Secretary of the CPD

2011-2012 CPD Information Document

Important Changes and Tips

1- Training Activities

- Group applications from associations of in-school administrators - group association professional development (GAPD) (cf. page 19, #1)
- Individual or group applications for introductory training for role of principal (IT) (cf. page 19, #2)
- Individual or group applications for a professionalization process - university course (PPUC) (cf. page 19, #3)
- Individual or group applications for a professionalization process (PP) (cf. page 19, #4)

2- Eligibility Criteria

To be considered, a funding application must provide the information required for its evaluation and must meet the criteria outlined below:

- the required technical information was provided;
- the training objectives were identified;
- the skills involved are clearly defined;
- the costs are clearly indicated;
- the resource person is identified (C.V.);
- the application respects the deadlines (**October 15—GAPD, November 15—all other applications**);
- **the application must be completed online (<http://fqde.qc.ca/t-grand-public/cpd>). You will receive an automatic acknowledgement of receipt. If you do not receive this message, please contact us at 514-353-7511.**
- a funding request must be submitted by an official association representative or member;
- only one request per form;
- **all applications must include all the courses that you plan to take during the year;**
- **please note that the CPD does not reimburse participation in a convention.**

3- Claims for Payment

When submitting a claim for payment, applicants must adhere to the following rules:

General rules

- The claim form must be submitted to the CPD by the person applying for funding, contain **one claim for payment only** and the applicant's name attests to the information provided.
- **THE CLAIM MUST BE COMPLETED ONLINE (<http://fqde.qc.ca/t-grand-public/cpd>)**. You will receive an automatic acknowledgement of receipt. **If you do not receive this message, please contact us at 514-353-7511.**
- The amount paid by the CPD cannot exceed the amount approved by the CPD at the time of the application for funding. In all cases, the amount paid will be the lesser of the actual eligible cost of the project and the maximum cost approved at the time of the funding application.
- In the case of funding based on the number of participants, please forward to the CPD, as an attachment, a list including the name and title of each participant as well as the pertinent training information (date, location, duration and so on).
- In all cases, a statement of the actual eligible expenses (see the *claim form* in the appendix), **the supporting documents, a list of participants** and a copy of the program (except for university programs already recognized by the CPD) must be submitted with the claim.
- To facilitate file management for the funding program, it is preferable that a claim be completed within **forty-five (45) days** of completion of an activity but *must be* submitted before June 30 so that it may be processed by the CPD.

Specific rules

- In the case of introductory training for the role of principal and other types of activities including a series of modules or sessions, participants must submit one claim form only at the end of the year. It must include, among other things, the locations and dates of the modules or sessions. Accurate and valid information is of utmost importance.
- In the case of a mission or trip for educational purposes, a claim for payment must take into account the reporting requirements specified in the appendix and include the necessary information.
- When an evaluation of the activity is produced, the CPD would like to receive a copy with the claim.
- No amount will be reimbursed without a registration confirmation or a supporting document.
- Please note that reimbursement for the group association projects will be made, whenever possible, before the summer vacation period. For all other projects, reimbursement will be made in mid October.

LIST OF FORMS

See section: Organizational Structure of the CPD (pages 12 to 17)

Areas of Professional Development	Type of Request	Application Form	Claim Form
#1 Group association professional development application	<ul style="list-style-type: none"> • Large-group activity 30 participants or more or 30-50 participants, such as a symposium, convention... • Conference • Limited-group activity Maximum 30 participants, such as a training session 	DI	RI and Appendix I
#2 Individual or group introductory training for role of principal University course	<ul style="list-style-type: none"> • DESS: first 30 credits 	DII	RII
#3 Professionalization process University course	<ul style="list-style-type: none"> • Doctorate, master's or other training program in management 	DIII	RIII
#4 Professionalization process Individual or group application	<ul style="list-style-type: none"> • Reflective analysis of practices • Support • Peer support network • Work-context project or actual work-related situation • Mission or trip for educational purposes • Other type of activity 	DIV	RIV and Appendix I for all applications, except for mission or trip (Appendix II)

Marie Boucher
Secretary of the CPD