2018-2019 CPD Information Document

Important Points to Remember

1- Definitions and Training Activities

- **GAPD: Group association professional development**
  Submit application form DI before October 15.
  This professional development activity is designed for a group of in-school administrators and consists of a symposium, a convention organized by the association, a conference or a one-, two- or three-day training session. Application forms must be obligatorily signed by a member or the president of the association. An association may submit more than one project. However, the projects must be numbered according to priority. The funding criteria are found on page 15 of the information document.

- **IT: Individual or group applications for introductory training for role of principal (DESS)**
  Submit application form DII before November 15.
  Application forms may be submitted individually or by a representative of the association for a group of in-school administrators. Application forms must include all the courses that you plan to take in the current school year (**summer and fall 2018 and winter 2019**). Please indicate the number of credits that you will obtain during the year. The funding criteria are found on page 16 of the information document.
  IT: New in-school administrators appointed after September 15: before February 15.
  Applications must include proof of appointment.

- **UC: Individual or group applications for university courses (master's or doctorate)**
  Submit application form DIII before November 15.
  Application forms may be submitted individually or by a representative of the association for a group of in-school administrators. Application forms must include all the courses that you plan to take in the current school year (summer/fall/winter). Please indicate the number of credits that you will obtain during the year. The funding criteria are found on page 16 of the information document.

- **PP: Individual or group applications for the professionalization process: codevelopment, mentoring… (See page 16 of the information document: Submit application form DIV before October 30.**
  Application forms may be submitted individually or for small groups of in-school administrators (maximum of 25 participants).

2- Important Information

To be considered eligible, a funding application must provide the information required for its evaluation and must meet the **eligibility criteria outlined on page 13 of the [information document](#)**, mainly for GAPDs and PPs. The professional development committee will evaluate each project and determine the level of compliance. An application for university courses must include all the courses that you plan to take during the year (summer/fall/winter sessions). When you submit a claim for payment, you will receive a grant for the courses completed. **A transcript of marks is required and must be forwarded to the CPD, no later than August 15.**

To Be Considered

- An application must be completed online (http://fqde.qc.ca/affaires-professionnelles/comite-perfectionnement/formulaires/).
  You will receive an automatic acknowledgement of receipt. If you do not receive this message, please contact us at 514-353-7511, ext. 49.

- Only one application may be submitted per form. (You may submit group IT and UC applications).

- An application must be submitted by an in-school administrator.

3- Claims for Payment

When submitting a claim for payment, applicants must use the electronic form and adhere to the rules listed on page 17 of the information document.

Summary

- 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 amount reimbursed by the CPD is based on supporting documents (invoices and attendance list for GAPD and PP and transcripts of marks for IT and UC) and cannot exceed the amount it approved 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.
- To facilitate file management for the GAPD program, it is requested 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. In addition, please note that an amount of no less than 75% is allocated for expenditures related to resource persons and an amount of up to 25% may be claimed for expenditures related to room and equipment rentals and to reprography.
- For all projects, no claim will be processed if it was submitted after June 30.
- Please note that reimbursement for group association projects will be made, whenever possible, before the summer vacation period. For all other projects, reimbursement will be made no later than mid-September.

LIST OF FORMS

*You will find the forms on the FQDE site under the tab CPD. To access the appropriate application or claim form, simply click on it. Once you have completed the form, **click on send**, a message will appear saying **"form sent"**. If this message does not appear, restart the process or call 514-353-7511, ext. 49 for assistance. You will receive an acknowledgement of receipt from the FQDE.*

Areas of Professional Development	Type of Request	Application Form	Claim Form
#1 - GAPD Group association professional development application	• Activity such as a symposium or convention • Conference • Group activity such as a training session	DI	RI (Include a list of participants.)
#2 - IT Individual or group introductory training for role of principal University course	• DESS: first 30 credits	DII	RII
#3 - UC University course	• Doctorate, master's or other training program in management	DIII	RIII
#4 - PP Professionalization process Applications may be submitted individually or for small groups of in-school administrators (maximum of 25 participants).	• Reflective analysis of practices • Support • Peer support network • Work-context project or actual work-related situation • Other type of activity	DIV (Include a list of participants with application.)	RIV (Include a list of participants with signatures.)

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Secretary of the CPD