

**PROFESSIONAL DEVELOPMENT FUND**  
**USER GUIDE**  
**FOR**  
**INFANT DEVELOPMENT/ABORIGINAL INFANT DEVELOPMENT**  
**&**  
**SUPPORTED CHILD DEVELOPMENT/ABORIGINAL SUPPORTED CHILD**  
**DEVELOPMENT OF BRITISH COLUMBIA**

**Prepared By: The Professional Development Fund Committee**

**Final Review March 2012**



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**INFANT DEVELOPMENT (ID)/ABORIGINAL INFANT DEVELOPMENT (AID)  
&  
SUPPORTED CHILD DEVELOPMENT (SCD)/ABORIGINAL SUPPORTED CHILD  
DEVELOPMENT (ASCD)**

**GUIDELINES FOR PROFESSIONAL DEVELOPMENT**

**1.0. Guidelines for Funding Allocation**

Guidelines for both academic and non-academic courses funding listed below, will be adhered to as closely as possible. However, exceptions will exist and individual requests will be considered on a case-by-case basis. The Professional Development Fund (PDF) funding is based on the fiscal year of **April 1<sup>st</sup> - March 31<sup>st</sup>**.

**Training Criteria:** All training courses must be related, credible and relevant to providing early intervention services in BC. In addition courses that support the needs of the program and community for Aboriginal, remote/isolated or sole charge programs will also be considered.

**Academic Credit Courses:**

Funding is given for academic courses at post secondary institutions. Following are examples of Post Secondary Institutions offering applicable courses related to early intervention services:

- UBC Certificate and Diploma Courses in ID/SCD online courses and Summer Institute
- UBC Faculty of Education, External Programs Certificate in Early Childhood Education
- Vancouver Island University & University of Victoria, Child and Youth Care and First Nations Child and Youth Care Program (ladder program)
- Early Childhood Care and Education Degree
- Related programs at UNBC, Capilano University, Northern Lights College, Thompson River University, Athabasca University
- Camosun College: Indigenous Family Support Certificate
- Mental Health Certificate (York and Mount Royal)

**Non-Academic Training:**

Early Childhood Intervention Training and Assessment Requirements in the field, and Local, Regional & Provincial In-Services, Workshops, and Conferences.

**Funding Methods:**

**\*\*New change: There is one consistent payment method for both Academic and Non- academic training that requires applicants to pay for training costs upfront. Applicants are reimbursed on proof of successful completion of Academic courses, and proof of attendance for Non- academic courses.**

- **If this method of payment presents you with undue financial hardship and is problematic please contact the Project Manager, Elizabeth Cox to discuss options. Also indicate it on the Request for Funds form.**
- **Applications will be considered on a case-by-case basis, and for exceptional Circumstances**
- **The following are the maximum amounts of funding allotted per applicant.**

1. Applications **Deadlines** for Requests for Fund's for training are quarterly: **January 31, April 30, July 31, and October 31.**

2. The **maximum** amount of funding that consultants can apply for per year is:

- **Academic = \$1,000 for tuition only & for 1 course per term.**
- Funding for course books and materials may be considered on a case-by-case basis for academic courses in exceptional circumstances.
- **Please ensure you know the institutions withdrawal deadlines. If you withdraw at any time from the course the bursary fund will not cover the course cost. IF unforeseen circumstances result in withdrawal mid term contact the Project Manager immediately to discuss your options.**

• **Non-academic = \$500.**

**Requests require matched funds from the agency or community up to the maximum of \$500.00.** Approved applicants will be reimbursed on completion of their training after sending a copy of attendance or a certificate to the project manager.

3. **Combined Levels:**

- Staff can receive a maximum of **\$1,000.00 dollars** for one academic course plus a non-academic training or professional development experience.
- Staff can receive a maximum of **\$500.00** per year for non-academic training or professional development experience.

## **2.0 Criteria for Applicant Eligibility**

A consultant or the equivalent interested in applying for professional development funding must:

- be employed as ID/AID& SCD/ASCD **consultant** or the equivalent fulfilling the duties and responsibilities of a consultant.
- have a minimum of 0.5 FTE between programs (i.e. 0.25 FTE with ID and 0.25 FTE with SCD);
- have discussed funding options and reviewed personal and community needs for ongoing professional development with their coordinator/ employer or appropriate program staff and/or Regional Advisor for guidance, to consider the courses most advantageous and relevant to their work experience and training;

## **3.0 Criteria for Applying for Travel and Accommodation**

- The cost of courses and travel/accommodations are considered separate items for funding
- Decisions will be approved on a case-by-case basis based on availability of funds

#### 4.0 Steps to apply for Professional Development Funds

- Discuss and review training needs in collaboration with your employer, supervisor or regional Advisor.
- Applicants must submit a Request for Funds for all types of training opportunities using the **Professional Development Request for Funds Form to the Project Manager by the quarterly deadline dates.**
- Funding forms are available through ID/ AID and SCD/ASCD Provincial websites, and Regional Advisors, the Project Manager and also at the end of this User Guide. Follow the required steps and ensure to have your agency approve and sign the form.
- Submit completed forms to Elizabeth Cox, Project Manager by the appropriate deadline dates. Send the form via e-mail to [eocox@shaw.ca](mailto:eocox@shaw.ca) or fax it to **250-656-1231**.
- Requests will be reviewed and approved by the Advisory Committee quarterly following the stated deadlines.
- Applicants will be notified via email or by phone within 1 month of the deadline date.
- Approved requests for reimbursement of funding will be sent to the Host Agency Accounting Department, and applicants will receive the funds directly from the Host Agency.

#### 5.0 Contact Information

##### **Infant Development Program of British Columbia, Website**

Website: <http://www.idpofbc.ca>

##### **Aboriginal Infant Development Program of British Columbia, Office of the Provincial Advisor**

Address: #200- 506 Fort Street.  
Victoria, B.C., V8W 1E6  
Phone: 250-388-5593  
Fax: 250-388-5502  
E-mail: [advisor@aidp.bc.ca](mailto:advisor@aidp.bc.ca), [DElliott@bcaafc.com](mailto:DElliott@bcaafc.com)  
Website: <http://www.aidp.bc.ca>

##### **Supported Child Development Program of British Columbia**

Website: <http://www.scdp.bc.ca>

##### **Aboriginal Supported Child Development Program information available on the SCD website**

Address: #200- 506 Fort Street  
Victoria, B.C., V8W 1E6  
Phone: 250-388-5593  
Fax: 250-388-5502  
E-mail: [cjamieson@bcaafc.com](mailto:cjamieson@bcaafc.com)  
Website: <http://www.ascdp.bc.ca>

##### **Project Manager, Elizabeth Cox**

Phone: 250-656-5424  
Fax: 250-656-1231  
E-mail: [eocox@shaw.ca](mailto:eocox@shaw.ca)

## **APPENDIX A**

### **REQUEST FOR FUNDS FORMS**



BC Association of  
Aboriginal Friendship Centres

## **PROFESSIONAL DEVELOPMENT REQUEST FOR FUNDS**

Hosted by

**BC Association Aboriginal Friendship Centres**

#200- 506 Fort Street, Victoria, B.C., V8W 1E6

Phone: 250-388-5593 or 1-800-990-2432 Fax: 250-388-5502

Website: [www.bcaafc.com](http://www.bcaafc.com)

### **To Applicants:**

The Professional Development Fund is set up to support applicants working as consultants in the fields of ID/AID/SCD/ASCD to get the qualifications, skills and training they need to work with children and families. The Professional Development Fund Committee is responsible for overseeing the one time, limited funds to ensure that funds are accessible to staff and are spent appropriately.

The Committee wants to ensure all applicants are supported and experience success in their funded professional development. As you consider an application for professional development funding the following are some questions for you and your coordinator/supervisor to reflect on to guide your choice of training to ensure it is appropriate and related to your work, and to your current learning needs and styles.

Reflections to assist in choosing relevant training:

- 1. Does the training support and relate to your work?**
- 2. Is it a fit with your work experience and learning needs and styles?**
- 3. Is it an appropriate level that builds on your post secondary training and knowledge?**
- 4. Does it fit with your professional development goals or needs for training?**

Thank you for considering these questions as part of your application process.

Use the following **Request for Funds Form** to apply for funding and submit it to **Elizabeth Cox, Project Manager to either of the following:**

**Email: [eocox@shaw.ca](mailto:eocox@shaw.ca) or FAX: 250-656-1231.**

# REQUEST FOR FUNDS FORM

Date of Request: \_\_\_\_\_

## Applicant Information:

Name: \_\_\_\_\_

Program/Job Title: \_\_\_\_\_

Is your position .5 Full Time Equivalent or greater? YES \_\_\_\_\_ NO \_\_\_\_\_

Address: \_\_\_\_\_

Agency: \_\_\_\_\_

Consultant in: IDP \_\_\_\_\_ AIDP \_\_\_\_\_ SCDP \_\_\_\_\_ ASCDP \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

## Course/Training Information:

Type of educational/training course that you want to attend:

Academic Credit Course \_\_\_\_\_

**\*\* Please make sure you know the institution's non-penalty course withdrawal deadlines. If you withdraw at any time from the course, the bursary fund will not cover the course cost.**

**If personal circumstances occur out of your control contact Elizabeth Cox as soon as possible.**

**\*\*\* If you are not able to pay for academic training upfront please tick here \_\_\_\_\_  
The project manager will contact you.**

Non-Academic Training \_\_\_\_\_

Regional & Provincial In-Services, Workshops, and Conferences \_\_\_\_\_

**\*\*NB: A max. of 3 staff from one office can apply for the same training event**

**Training/course description: Name, dates of training, institution & location.  
For academic courses put the course name, and term**

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**Applicants are requested to review this form with their employer/supervisor to ensure expectations and requests for training are discussed and approved below by the Supervisor.**



**Specific funding details:**

**Tuition/Registration:** \$ \_\_\_\_\_

**\*\*After assessing the cost of training registration or tuition, the following costs may be considered based on available funding:**

Accommodation: \_\_\_\_\_

Books/Training Materials: \_\_\_\_\_

Personal vehicle: (45 cents per km): \_\_\_\_\_

Air Fare: \_\_\_\_\_

Ferry: \_\_\_\_\_

Meals: \_\_\_\_\_

Taxi/car rental: \_\_\_\_\_

**Agency is to match funds for non-academic training, workshops, in-service and conferences:**

**Total cost \_\_\_\_\_ Claim 50%:** \_\_\_\_\_

**TOTAL REQUEST** \$ \_\_\_\_\_

**Employer/ Program Supervisor Approving Request:** In signing this page I verify that this training request is an appropriate fit for the learning goals and needs of the applicant.

**Program/Agency & Address:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Employer/Supervisor Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Name & Address payment to be sent to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit this request to Elizabeth Cox, Project Manager on or before the required submission deadline to either of the following. E-mail: [eocox@shaw.ca](mailto:eocox@shaw.ca) or Fax: 250-656-1231