

**Professional Development Conference Grant Guidelines**  
Amended by NSTU APSEA Local PD Committee 2016-2017

## **Overview**

During the academic year, up to \$10,000 will be made available from the Professional Development (PD) account, for members to attend conferences related to their field. This amount can vary from year to year depending on our EI Rebate. No ONE grant will exceed \$1000. No one person can receive a grant for two consecutive years, unless there are no other applicants. Applications are due by October 15<sup>th</sup> and May 1<sup>st</sup> of that school year.

## **Eligibility**

NSTU APSEA Local members can apply for the grant. Conferences must relate to the field of BVI and/or DHH and enhance the educational programs/services offered to the student(s).

## **Application Process**

Applicants must first apply to APSEA for the conference grant. The application and the response must be included with the PD application form. **Clearly state the amount you are requesting from the PD fund.**

- Applications are reviewed on the two deadlines (October 15<sup>th</sup> and May 1<sup>st</sup>). Applications must be submitted prior to these dates, in order to be considered.

Email your application to **Dana MacLeod @ danamacleod@nstu.ca**

Notice of your application status will be emailed to you within 2 weeks after the application deadline.

If your application has been approved, an expense form and information sheet will be sent to you. Return the form with the original receipts to **c/o APSEA Local Treasurer, Laura Getson, 373A King Street, Bridgewater, NS, B4V 1B1**. She will reimburse your expenses.

Respectfully Submitted,  
NSTU APSEA Local Professional Development Committee