

**Professional Development Materials Fund Guidelines**  
Amended by NSTU APSEA Local PD Committee 2016-2017

## **Overview**

During the academic year, up to \$2000 will be made available from the Professional Development (PD) account, for grants to purchase professional educational materials. These materials are to be used with students. No ONE grant will exceed \$500. No ONE person can receive a grant for two consecutive years, unless there are no other applicants. Applications are considered as they are submitted. The PD Chairperson, will periodically send out emails updating the members of the remaining funds available.

## **Eligibility**

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

- Materials shall not be materials/equipment provided by APSEA or APSEA Library
- Materials shall not include electronic devices (example: IPAD). The nature of these devices is that they are ever changing, difficult to share with colleagues and are not specific to the needs of students who are blind/visually impaired or deaf/hard of hearing.

## **Application Process**

Name

NSTU email address

Description of the materials

The reason for their purchase

Cost of materials including taxes and shipping.

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

Notice of the status of your application will be emailed to you 2 weeks after the PDMF 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 you for your expenses.

Respectfully Submitted,

NSTU APSEA Local Professional Development Committee