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### Professional Development Fund Application Form

For Office/Clerical, Technical, Educational Assistants and Custodial/Maintenance Staff

To be submitted to the CUPE PD Fund Secretary AS SOON AS POSSIBLE

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

**Check Appropriate Area:**

- Office/Clerical
- Educational Assistant
- Technical
- Custodial/Maintenance

**Employment Status:**

- Permanent
- Temporary

Position: \_\_\_\_\_ Title of the PD Activity: \_\_\_\_\_  
*(Please attach additional information if possible)*

Value of Attending the Professional Activity: \_\_\_\_\_

Date(s) of the Professional Activity: \_\_\_\_\_

Location & Provider (Institution): \_\_\_\_\_  
If Professional Activity is not held in Ontario please be prepared to provide rationale when requested.

Supply Needed? (please circle one): YES or NO      Number of Days: \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

**\*\*Only registration expenses that are supported by receipts will be reimbursed. \*\***

Distance Travelled (round trip): \_\_\_\_\_ kilometers  
(Please note: Reimbursement will be at the current TLDSB rate to a maximum of \$150)

**Other Expenses:** \_\_\_\_\_  
(Consideration for textbooks / software required by course outline. Receipts and course outline must be submitted.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If absence from your worksite during paid time is required)*

**Please Forward completed application via email to [pdfund@cupe997.ca](mailto:pdfund@cupe997.ca)**