

# **PROFESSIONAL DEVELOPMENT FUNDS**

## **USER GUIDE and APPLICATION FORM**

for

**INFANT DEVELOPMENT PROGRAMS (IDP)  
ABORIGINAL INFANT DEVELOPMENT PROGRAMS (AIDP)  
&  
SUPPORTED CHILD DEVELOPMENT (SCD)  
ABORIGINAL SUPPORTED CHILD DEVELOPMENT (ASCD)**

**CONSULTANTS AND SUPPORT WORKERS**

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

**REVISED – September 2019**



## WELCOME TO THE PROFESSIONAL DEVELOPMENT FUNDS USER GUIDE:

### (IDP/AIDP/SCD/ASCD)

The Professional Development Funds (Pro D) are available to **support frontline professionals** who work in the fields of IDP/AIDP/SCD/ASCD as consultants or support workers. We hope these funds help professionals achieve or maintain the qualifications, skills and training they need to work with children and families. Whether you apply for academic education, or ongoing professional development, the Pro D funds are intended to ease the financial burden for you and supports your agency to ensure ongoing training to keep you current in academics, research and quality practice.

A Pro D Fund review committee of peers oversee these *limited funds* to ensure funds are available to all IDP/AIDP/SCD/ASCD professionals and are spent appropriately, fairly and equitably.

Thanks to the Ministry of Children and Family Development (MCFD), the AIDP/ASCD provincial office through a contract with the B.C. Association of Aboriginal Friendship Centre's, receives \$40,000.00 annually for professionals in our four foundational ECD programs in B.C. We thank MCFD for this continued support to our frontline workers and their ongoing professional development needs. This ensures a current and skilled workforce of support services for children and their families in B.C.

**We hope this updated user guide (Sept. 2019) and application form is more user friendly and easier to follow.**

**Please note, the funding criteria in this guide is intended to ensure equitable access for all our professionals. *Annual funding is only available until it is expended within a fiscal year.***

***PLEASE DISREGARD ALL PREVIOUS USER GUIDES DATED BEFORE September 2019***

#### **For information or support:**

Please see the FAQ's on [page 8](#) that might help you.

**Project Coordinator – e-mail: [advisor@aidp.bc.ca](mailto:advisor@aidp.bc.ca)**

Please contact for information related to individual circumstances

**Pro D Funds Admin Assistant – e-mail: [aidp.ascd.admin@bcaafc.com](mailto:aidp.ascd.admin@bcaafc.com)**

Please contact for general inquiries about the funds, application status, follow up reconciliation and payment.

**Phone: 250-388-5593  
Toll Free: 1-866-338-4881  
Fax: 250-388-5502**

## TABLE OF CONTENTS

	Page
Welcome to your Professional Development User Guide	2
1.0 Guidelines for Funding Allocation	4
Funding Process	4
Training Criteria	5
2.0 Eligibility of Professionals per Agency	6
3.0 Criteria for Applying for Travel and Accommodation	6
4.0 Steps to apply for Professional Development Funds	6
5.0 Contact Information	7
Frequently Asked Questions	8
Professional Development Request for Funds Summary	9
Request for Funds Form	10
Check List – Before and After	12

## GUIDELINES FOR PROFESSIONAL DEVELOPMENT FUNDS

### 1.0. Guidelines for Pro D Funding Requests and Allocation:

These funding guidelines are for both academic and non-academic training and need to be adhered to as closely as possible for equity and fairness. However, there will be occasional requests that may not fit the criteria and these will be considered on a case-by-case basis and for exceptional circumstances.

**The Pro D funding is based on the fiscal year - April 1<sup>st</sup> - March 31<sup>st</sup>**

Applications for Pro D funds are reviewed quarterly to support academic students, and as needed throughout the year as we received applications.

### **YOU MUST APPLY FOR FUNDS BEFORE TRAINING.**

**\*\*\* We cannot guarantee approval for applications received after training has started or been completed. We strongly recommend applying well in advance of your training needs. \*\*\***

#### **Funding Process:**

There is one consistent payment process for both Academic and Non-academic training.

- An applicant or their agency will **apply for Pro D funds in advance of training**, giving the committee time to review your application and request further information if necessary.
- An applicant or their agency will pay for the training costs.
- An applicant or their agency will be reimbursed upon proof of successful completion.
- **Pro D funding requests require an agency to match 50% of the necessary funds.**  
*(If an agency is unable to match funds, the application request amount up to \$1000.00 may be considered and approved on a case-by-case basis in exceptional circumstances).*
- If this method of payment creates undue financial hardship for your continued education, please contact the Pro D Funding Coordinator to discuss options.

**NOTE: If you request the full eligible amount of \$1000.00, you must also ✓ the section on the Request for Funds application with your supervisors name and signature. [\(Page 10\)](#)**

- Please ensure you know the institutions withdrawal deadlines and criteria.
- If you withdraw at any time from a pre-paid course or conference, the Pro D funds will not reimburse your costs.
- All Pro D fund payments will be paid upon *successful completion* of training with the necessary paperwork, i.e. passing grades or proof of completion/participation and original receipts submitted before we can process your reimbursement.
- If unforeseen circumstances result in withdrawal after the deadline, contact the Pro D Funds Coordinator as soon as possible to discuss your options.

**Training Criteria: \*\*\* These funds do not include masters, or PhD programs \*\*\***

All training courses must be related, credible and relevant to providing early intervention services and supports to children and families in B.C. In addition, courses that support the needs of the program and community for Aboriginal, remote/isolated or sole charge programs will be considered. (Applications with exceptional needs or circumstances will be reviewed)

**Academic and non-Academic Funding Amounts: \$1,000.00 PER YEAR combined**

**The maximum amount of funding that IDP/AIDP/SCD/ASCD professionals can apply for per year is a maximum of \$1,000.00 for all academic training or a combination of academic and non-academic training.**

**Academic Training:**

Examples of Post-Secondary Institutions offering applicable/relevant courses related to early intervention services. (The committee can review other training institutions and opportunities).

- UBC Certificate/Diploma Courses online courses in ID/SCD and UBC 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
- Early Childhood Care and Education Degree
- Related programs at UNBC, UBCO, Capilano University, Northern Lights College, Thompson River University, Athabasca University, Vancouver Island University, North Island College
- Camosun College: Indigenous Family Support Certificate or ECE courses
- Infant Mental Health Certificate (York and Mount Royal)
- Infant Massage Certificate Training
- FASD Diploma Program

**Non-Academic Training:**

Examples of non-academic professional development:

- Early Childhood Development and Early Intervention
- Assessment Training (requirements necessary in the field)
- Local, Regional & Provincial In-Services
- Workshops and Conferences - e.g. Early Years Conference, BCACCS Conference
- Motivational Interviewing
- Circle of Security Training
- Home Visiting Training

**2.0 Eligibility of IDP/AIDP/SCD/ASCD professionals per agency:**

(# of applications per training event for different size agencies)

Small Agency:	Medium Size Agency:	Large Size Agency
1 to 10 eligible staff	11 to 30 eligible staff	31 or more eligible staff
Up to 3	Up to 6	Up to 9

## 2.0.1 Consultants and Support Workers:

- Must be employed in an IDP/AIDP/SCD/ASCD program.
- Must be employed for a minimum of 6 months and work a minimum of .5FTE
- Discuss agency funding options and review personal and community needs for ongoing professional development with your employer/supervisor or appropriate program staff.
- If necessary, consult with your Regional Advisor for guidance to consider the most advantageous and relevant work experience and training.
- This does not apply to staff during extended leave of absence.

## 3.0 Criteria for Applying for Travel and Accommodation - *The least expensive, most economical form of travel is required, such as carpooling, sharing accommodation, car rental or flights. (It may be cheaper to fly then spend funds on a hotel rooms)*

- **RECEIPTS – Original or scanned receipts are required.**
- **GAS ONLY - Mileage is not reimbursed per kilometer.** Reimbursement based on gas receipts dated during travel time. *(You can fill your tank before you leave, when you return and in-between if necessary)*
- A maximum of \$45 per day is allowed for meals **NOT** provided at the training. **Receipts are required for all meals and the value of the receipts will be paid.** *Liquor is not included.* (See Application Form, page 11 under meal allowance)
- **The cost of courses and travel/accommodations are considered separate items for funding decisions and will be approved on a case-by-case basis based on availability of funds. Travel within 100 kilometers may not be eligible.**
- We must receive all receipts within 2-3 weeks after training, including confirmation of grades or participation.

## 4.0 Step by step process to apply for Professional Development Funds:

1. Discuss and review training needs in collaboration with your employer/supervisor and if necessary, your Regional Advisor.
2. Applicants will submit a Request for Funds Form for all training opportunities using the Pro D User Guide dated September 2019, **and submit to the Project Coordinator before academic intake deadline dates or as soon as possible for approval before training.**
3. Follow all the required steps and ensure you have your immediate manager or supervisor approval and signature. If your agency cannot pay 50% please make sure they also fill out the section on [page 10](#) of the application form.
4. Submit completed forms to the Project Coordinator before the appropriate training deadlines. Send Attention To: Pro D Fund at [aidp.ascd.admin@bcaafc.com](mailto:aidp.ascd.admin@bcaafc.com) or Fax: (1)-250-388-5502
5. Completed requests will be reviewed and approved by the Pro D Fund Review Committee as soon as possible. Please complete all sections of your application to ensure timely approval or prevent delays in approval. **(We cannot be responsible if you are not approved in time for course/conference/in-service start dates)**
6. Applicants will be notified by email with a confirmation letter as soon as possible after the application was received and approved.
7. Completed/reconciled requests for reimbursement will be sent to the Pro D Funds Project Coordinator and applicants will receive the funds once everything is submitted and in order.

## 5.0 Contact Information:

(This guide can be downloaded from both websites below)

### WEBSITES:

AIDP Website: <http://www.aidp.bc.ca>

ASCD Website: <http://www.ascdp.bc.ca>

<p><b>Mailing Address: (and location)</b></p> <p>551 Chatham Street Victoria, B.C., V8T 1E1</p> <p>Phone: 250-388-5593 Toll Free: 1-866-338-4881</p> <p>Fax: (1) 250-388-5502</p>	<p><b>Contact:</b></p> <p>AIDP/ASCD Administration Assistant</p> <p>E-mail: <a href="mailto:aidp.ascd.admin@bcaafc.com">aidp.ascd.admin@bcaafc.com</a></p> <p>Professional Development Funds Coordinator</p> <p>E-mail: <a href="mailto:advisor@aidp.bc.ca">advisor@aidp.bc.ca</a>,</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



## FREQUENTLY ASKED QUESTIONS regarding the Pro D Funds:

### 1. Who is eligible for these Pro D Funds? (IDP/AIDP/SCD/ASCD)

- Anyone working a minimum .5 FTE in IDP/AIDP/SCD/ASCD (fulltime equivalent based on a 35 or 40 hour work week) and employed a minimum of 6 months.
- This could be between programs (i.e. 0.25 FTE IDP and 0.25 FTE with SCD)
- Employed as a front line worker.
- Managers/Supervisors are not eligible unless they also perform front line work with children and families.

### 2. When should I apply for Pro D Funds?

***You must apply for funding before your course or workshop or conference.***

- Please apply as soon as possible to ensure the review committee has time to receive your application for approval prior to your training.
- We cannot guarantee you will receive funds if you apply after your training has started or been completed. *(we cannot pay retroactively)*

### 3. What training can I take?

The training has to be relevant to your job description, the mandate of our programs and the Framework of Professional Practice ([click here](#) to view) for IDP/AIDP/SCD/ASCD. Information and examples can be found in the Pro D user guide, page 5.

### 4. What if my agency cannot provide 50% of the funds needed for my training?

If your agency cannot provide half of the funding for your training, they will fill out and sign the section on the form, [page 10](#). The review committee will take this in to consideration.

### 5. Where can I get the application form for the Pro D Funds?

For the most current Professional Development User Guide and application form, please go to [www.aidp.bc.ca](http://www.aidp.bc.ca) or [www.ascdp.bc.ca](http://www.ascdp.bc.ca) or contact the administration assistant at [aidp.ascd.admin@bcaafc.com](mailto:aidp.ascd.admin@bcaafc.com) or 250-388-5593

### 6. Will these funds support me through my degree, masters and PHD education?

These funds are intended to support certificate and diploma training and under-graduate education.

### 7. Can I take training from other provinces or countries?

There is relevant training here in B.C., but this will be reviewed on a case-by-case basis.

### 8. When will I be paid?

You will receive your reimbursement when we receive all necessary paperwork as indicated in your approval letter.

### 9. What if my training is more than the maximum amount of \$1000.00?

You are still only eligible for \$1000.00 per year.

### 10. Where can I find other funding or bursaries?

Refer to the AIDP or ASCD websites listed on page 7.



## **PROFESSIONAL DEVELOPMENT REQUEST FOR FUNDS SUMMARY**

Coordinated by the  
AIDP/ASCD Provincial Office  
551 Chatham Street, Victoria, B.C., V8T 1E1  
Phone: 250-388-5593 or 1-866-338-4881 Fax: 250-388-5502

### **Dear Applicants:**

Before you apply, you are requested to consider the most economical and least expensive form of travel, i.e. carpool, shared accommodation when possible, only claiming for meals that are NOT provided while attending training. Please refer to this user guide or contact the Pro D coordinator if you have any questions.

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

***The Supervisor MUST sign the Request Form***

**GAS RECEIPTS: Gas only with receipts dated during travel time will be reimbursed.**

***(Mileage per kilometer will not be reimbursed).***

To ensure all applicants are supported and experience success in their professional development, the review committee suggests you review the following questions with your coordinator/supervisor to ensure your choice of training is appropriate and related to your work and eligible for funding.

**The following 3 questions are for your personal use only.**

1. Is the training appropriate and does it relate to the competencies in the Framework of Professional Practice for your work? [Click here](#) or contact the AIDP/ASCD Provincial Office.)
2. Does it fit with your professional development goals or needs for training that is relevant to your position?
3. Does it build on your current skills and knowledge and fit with your work experience and learning needs and styles?

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:  
**Pro D Fund Project Manager to either of the following:**  
Email: [aidp.ascd.admin@bcaafc.com](mailto:aidp.ascd.admin@bcaafc.com) or Fax: 250-388-5502

## Professional Development Fund Applicant Information

**PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY**

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

Date of Request: \_\_\_\_\_ Date(s) of Training: \_\_\_\_\_

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

Agency Address: \_\_\_\_\_  
Street Address City Province Postal Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please check  your position and program:**

Consultant  Support worker  Program: IDP  AIDP  SCD  ASCD

**Please check  Region:**

North  Interior  Vancouver Island  Vancouver/Coastal  Fraser

## Course/Training Information

Please  Academic  Non-Academic  Regional/Provincial In-Services/Workshops/Conference

**If you or your agency are not able to pay for any type of training upfront, or your agency is not able to match 50% of funds for training, please check here  the project manager will contact you.**

**Supervisor/employer sign here:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Training Information:** Course # \_\_\_\_\_ Student #: \_\_\_\_\_ (if applicable)

Training Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Mode: On-site (local)  Off-site (training institution)  Online

## OFFICE USE ONLY

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Follow up: \_\_\_\_\_

Cheque Request: \_\_\_\_\_

Cheque #: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Notes: \_\_\_\_\_

**PLEASE PRINT CLEARLY**

**\*\*Keep a copy and upon completion of training, report your actual cost against your estimated cost**

BUDGET ITEM	ESTIMATED COST (Step One) <small>Use this column when applying</small>	ACTUAL TOTAL COST (Step Two) <small>Use this column for reimbursement</small>
Tuition/Registration	\$	\$
Books/Training Materials	\$	\$
<b>Accommodation:</b> <i>*Hotel double occupancy is 1/2 cost*</i>		
Shared Room Cost? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of person/s sharing room:		
<b>Private Transportation:</b>		
Fuel for Vehicle (Gas only with receipts)	\$	\$
Car Rental	\$	\$
<b>Public transportation: (e.g. Air, Ferry, Taxi, Shuttle, Bus)</b>		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Meal Allowance: (receipts are required for a maximum total of \$45.00 per day)</b> <i>Only actual amounts of receipts will be paid *Will not be reimbursed for alcohol*</i>		
Breakfast: \$10.00 x ____ days	\$	\$
Lunch: \$15.00 x ____ days	\$	\$
Dinner: \$20.00 x ____ days	\$	\$
<b>AGENCY CONTRIBUTION</b>	-\$	
<b>TOTAL =</b>	\$	\$

1. Only the most economical way of travel will be eligible – see 3.0 Criteria for Applying for Travel and Accommodation on [page 6](#)
2. Submit receipts & a copy of your grades or certificate of completion with actual cost (step two above) completed form within 2 to 3 weeks after completion of training.
3. After assessing the cost of training registration/tuition, **travel/any other costs will be approved based on available funding.**

**ALL SIGNATURES REQUIRED FOR APPROVAL**

In signing below we verify this training request as relevant for the learning goals of applicant who is actively working now:

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cheque payable to:** Name: \_\_\_\_\_

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

Submit this application to: Email: [aidp.ascd.admin@bcaafc.com](mailto:aidp.ascd.admin@bcaafc.com) or Fax: 250-388-5502

## Professional Development Application Check List

### BEFORE YOU SUBMIT:

- Have you included all your contract information? (In case we have to get a hold of you)
- Have you included course information and student # if applicable (page 10)
- Have I signed this application (page 11)
- Has your supervisor signed page 10 (if applicable) and page 11?
- Is this application submitted prior to training? If not, I understand that I may not be approved.
- I have filled out as much information as I can in the application estimated cost section

**Please keep a copy of your application for reference when you submit for funds after training is completed.**

### AFTER MY TRAINING IS COMPLETED:

- I have completed and passed my course and have my grades, or, have proof of participation.
- I have all my receipts for gas, ferry, airfare, parking, meals before I submit for payment.
- I have my actual costs that may be different from my estimated costs and understand this is what I will be reimbursed.
- I will do my best to get all paperwork in to the AIDP/ASCD Provincial office as soon as I can