

Administrative Procedures Manual	Administrative Procedure 424	
	Professional Learning Opportunities for Instructional Staff	
Page 1 of 2	APPROVED: September 2013	
	AMENDED/REVIEWED: January 2025, June 2019, September 2019	
LEGAL REFERENCE:	Section 18, 52, 53, 55, 196, 197, 213, 214, 215, 218, 222 Education Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)	Practice Review of Teachers Regulation 11/2010 Ministerial Order 001/2013 – Student Learning Ministerial Order 016/97 – Teaching Quality Standard Guide to Education ECS to Grade 12 Practice Review Bylaws Teaching Profession Act

Background

The development of optimum learning environments in all division classrooms is supported by the active engagement of instructional staff (teachers, school leaders, and other staff in roles related to their teacher certification status) in professional learning (PL) activities. The Teaching Quality Standard identifies it is the professional obligation of all certificated teachers to engage in "...career-long professional learning and ongoing critical reflection to improve teaching and learning." and to enhance their body of professional knowledge and other competencies. Instructional staff can realize their commitment through participation in opportunities such as professional reading, membership in professional organizations, attendance at institutes, conferences, seminars, and workshops.

Teachers and school leaders in the Division are to have equitable opportunity to participate in professional learning and to be part of the decision-making regarding the use of PL funds at the school level. Maximizing the effective use of funds available for PL is achieved through coordination of PL activities within the schools, and by the sharing of knowledge gained through PL. Additionally, PL needs identified at the school level can be used to inform decision-making at the system-level.

Additional opportunities to request funds to support PL are also available for teachers on contract under the Instructional Collective Agreement via the PL Fund established in the Agreement.

Procedures

1. The Superintendent or designate will maintain close liaison with the provincial professional learning consortia, Alberta Education, and other relevant organizations regarding PL opportunities relevant to identified needs in the division.
2. In consultation with staff, school principals and division leadership shall establish procedures on the expenditure of Professional Development PL funds.
 - 2.1 Procedures followed at each school shall be part of the school's staff handbook.
 - 2.2 In instances in which a certificated staff member requests permission from their direct supervisor and is approved to attend PL, the rate of support shall be determined by the relevant professional learning reimbursement guidelines, which at maximum shall be in accordance with [AP 514 - Travel and Expense Reimbursement](#).

Administrative Procedures Manual	Administrative Procedure 424	
	Professional Learning Opportunities for Instructional Staff	
Page 2 of 2	APPROVED: September 2013	
	AMENDED/REVIEWED: January 2025, June 2019, September 2019	
LEGAL REFERENCE:	Section 18, 52, 53, 55, 196, 197, 213, 214, 215, 218, 222 Education Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)	Practice Review of Teachers Regulation 11/2010 Ministerial Order 001/2013 – Student Learning Ministerial Order 016/97 – Teaching Quality Standard Guide to Education ECS to Grade 12 Practice Review Bylaws Teaching Profession Act

- 2.3 In instances in which a school principal or division leadership directs a staff member to attend a PL opportunity, the staff member shall be reimbursed for travel costs, costs of meals and accommodation, plus registration fees, in accordance with [AP 514 - Travel and Expense Reimbursement](#).
3. The System Educational Leadership Team is responsible to identify PL needs in the division, aligned with the division education plan and school-level needs, and a portion of the division budget is to allocated to support these needs.
4. Teachers may access the Professional Improvement Fund established by the collective agreement according to the terms of reference of that fund.
5. Guidelines for the Approval of Staff Travel for Professional Learning:
- 5.1 Approval for staff travel to professional learning within the province of Alberta resides with the instructional staff member's direct supervisor.
- 5.2 Approval for staff travel to professional learning within Canada, but outside the province of Alberta resides with the instructional staff member's direct supervisor.
- Supervisors are required to notify the Superintendent or designate of staff travel outside the province of Alberta for PL.
- 5.3 Approval for staff travel to professional learning outside of Canada resides with the Superintendent or designate.
- Approval shall be subject to the availability of a comparable learning opportunity provincially or nationally and will require a comparison of the estimated cost to travel internationally with the cost to attend a similar event within Canada.