

OECTA PD STEERING COMMITTEE PROJECT TEAM 2015-2016
Application Form

**OECTA PD PROGRAM AND RESOURCE DEVELOPMENT PROTOCOL AND TIMELINE
PROCEDURAL STEPS FOR 2015-2016**

1. September 2015 – June 2016
Completion of Application forms for project proposals
 - Proposals sent to Susan Perry, Professional Development Department OECTA Provincial Office
2. Submission Deadlines
 - 1) October 26, 2015
 - 2) January 18, 2016
 - 3) April 22, 2016
 - Provincial Office sends copy of application to local unit president and chair of standing committee, if applicable
3. Project Approval
 - PD Steering Committee meets to review and select proposals based on approved criteria
 - Successful project proposals presented to 2015-2016 Provincial Executive for approval
4. Notification
 - All applicants apprised of status of project proposals
 - Deadline for notifications:
February 2016
May 2016
June 2016
5. On-going call for Writing Teams
 - Advertisements placed on OECTA website and in publications
 - Information sent to unit presidents
6. On-going selection of Project Writing Teams
 - Selection made by Professional Development Department
 - Writing Teams approved by Provincial Executive
 - Team members participate in meeting set by Staff liaison
7. Design and development of Project
 - Team follows writing schedule and submits required drafts
 - Team proofreads, edits and revises drafts as requested by Staff liaison
 - Team evaluates writing process
8. Approval for Publication
 - Staff completed editing tasks
 - Provincial Executive approves implementation plan
 - Production costs approved and completed
9. Implementation and in-service of program/resource possibilities
 - Beginning Teachers' Conference
 - Educating for the Common Good Conference