

Friday, August 20, 2010

To all in-school administrators, members of the CPD

Subject: 2010-2011 Changes to the CPD Information Document

Dear Sir/Madam:

Enclosed please find important changes to the CPD Information Document for next year.

I invite you to take note of the changes and to consult the official CPD text on the FQDE Website at the following address: <http://fqde.qc.ca>.

Should you have any questions in this regard, please contact your association representative or the undersigned at 514-353-8072.

I trust that you will find this information useful.

Yours truly,

Paul Peterson
Secretary of the CPD

CPD Information Document

2010-2011 Important Changes and Tips

1. Electronic version: Following the CPD members' request, it is now possible to apply online at the FQDE Web address: www.fqde.qc.ca and return the completed form by clicking on "send".
2. Funding applications: Any individual or group funding request must be forwarded by an association representative or member. Any request submitted by a school board will not be considered. Please note that the deadline for submitting association projects is now extended from September 30 to **October 15** in keeping with the request of several associations (page 14).
3. Eligibility criteria: Complete only one individual or group request per form. You do not need to sign the form—your name attests to the information provided (page 14).
4. Funding criteria: New forms were added, but last year's funding criteria continue to apply (pages 15 and 16).
5. Claims for payment (general rules): Provide one claim for payment per form. For association projects, return the claim form to the CPD within **forty-five days** of completion of an activity (this will allow the CPD to release amounts not used more rapidly) or no later than June 30. For all other projects, the deadline is no later than June 30 (page 17).
6. Additional forms: In order to avoid any ambiguity, two new forms were added: introductory training for role of principal and professionalization process (page 19).
7. Changes to the forms: Complete one grant application or claim for payment per form (all forms). You do not need to sign the form—your name attests to the information provided (pages 20 to 40).

Paul Peterson
Secretary of the CPD