

Tuesday, August 25, 2009

To all in-school administrators, members of the CPD

Subject: 2009-2010 Changes to the CPD Information Document

Dear Sir/Madam:

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

I invite you to read 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: 2009-2010 Changes

- 1- Eligibility criteria: addition of the following criteria: one group or individual application per form; the skills involved are clearly defined; an official association representative must sign any form sent by fax (page 14).
- 2- Selection criteria: removal of the criterion concerning the terms and conditions of implementation (per capita and resource person); addition of "the skills involved are clearly defined" (pages 14 and 15).
- 3- Funding criteria: a change was made to group professional development activities (association application) concerning the number of participants to a **symposium, convention or conference** so as to **help smaller associations**; university courses are divided into two categories: introductory training for role of principal and professionalization process (doctorate, master's or other); the section entitled "drafting of thesis, brief or discussion paper" was eliminated (pages 15 and 16).
- 4- Claims for payment - general rules: one claim for payment per form; the claim form must be returned to the CPD within **forty-five days** of completion of an activity (this will allow the CPD to release the amounts not used more rapidly (page 17)).
- 5- Addition of forms: the form DIII for the professionalization process, including university courses at the doctoral or master's level or others, and the form RIII for the claim for payment (pages 26 and 34).
- 6- Changes to the forms: one grant application or claim for payment per form (all forms).
- 7- Changes to appendices: Appendix I for RI and RIII claims and Appendix II for a mission or trip.
8. Please send your application form to the CPD by e-mail or fax.

Paul Peterson
Secretary of the CPD