



CHILLIWACK TEACHERS' ASSOCIATION

Professional Development Handbook 2018-2019

PROFESSIONAL DEVELOPMENT HANDBOOK
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2017/18

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PRIMARY GOAL: *To assist teachers in improving the quality of their instruction, curriculum knowledge, pedagogical practices and professional well being by providing professional development services and activities.*

Definition of professional development

Professional development is a process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. (BCTF Members guide 30.A.01)

Definition of professional development activities

Professional development activities are defined as academic or professional upgrading or training, initiated by the teacher to improve or enhance their teaching area or performance. Professional development activities also enhance professional support, collegial practice and the participation in the professional organization.

Purposes of professional development:

The purpose of professional development is to assist members in:

- a. building and strengthening themselves as a professional body.
- b. establishing and maintaining a professional relationship with students/parents.
- c. initiating curriculum and instructional reform directed to improve teaching and learning.
- d. developing, discussing, revising and applying educational theories.
- e. improving the quality of professional practice through career-long professional development.
- f. engaging in professional and collegial conversations

(BCTF Members Guide 30.A.01.2)

Guiding Principles for Professional Development:

1. Professional Development (ProD) services should provide an opportunity for teachers to enhance their professional growth and well-being.
2. Professional development activities are defined as academic or professional upgrading or training, initiated by the teacher to improve or enhance their teaching area or performance.
3. Teacher participation in professional development activities is voluntary, except during non-instructional days set aside for professional development. (Article F.20.5(a) SD33 Collective Agreement 2013-2019)
4. The requirements, needs and preferences identified by teachers shall be the starting point for professional development activities.
5. Opportunities for professional development activities shall be distributed as widely as possible.
6. Teachers wishing to engage in self-directed activities must keep in mind that these professional development activities are defined as academic or professional upgrading or training and should provide an opportunity for professional growth.
7. Courses taken for credit will not be funded by ProD funds.

1.0 Professional Development Chair

1.1 The duties of the Professional Development Chair shall be to:

- a) Represent the Professional Development Committee as a member of the Executive Committee
- b) Act as chairperson at the Joint Professional Development Committee as constituted in Article F.1.3 of the Collective Agreement
- c) Co-ordinate the activities of the CTA Professional Development Committee
- d) Act as a resource to the Executive Committee in matters relating to Professional Development
- e) Liaise with the CTA President, the School District and the BCTF on all Professional Development matters
- f) Process all applications for Professional Development funds
- g) Make a monthly report to the CTA Executive regarding the ProD Committee's activities
- h) Organize monthly meetings of the CTA ProD or the Joint ProD committees
- i) Facilitate the planning, development, organization and implementation of a CTA Professional Development day in the school year at the discretion of the committee
- j) Attend the annual BCTF Summer Conference, BCTF Zone Meetings and other BCTF sponsored opportunities relating to Professional Development
- k) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- l) Attend at least one School Board meeting a year
- m) Provide a written report to the January General Meeting and the Annual Meeting on the activities of the ProD Committee
- n) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings (CTA Constitution and Policy B.3)

1.2 The chairperson shall be elected at the Annual Meeting by the general membership.

1.3 The CTA ProD Chairperson shall be released from their teaching position up to 20% release time (with benefits) in order to fulfill the duties and functions required by the position.

1.4 After May 1st, the Superintendent (or designate), the CTA President, and the CTA ProD Committee Chair shall read and approve applications for the ICPDF Grant to be drawn at the CTA Annual Meeting in May.

2.0 Professional Development Committee

2.1 There shall be a six member Professional Development Committee consisting of the currently elected CTA Professional Development Chair, and the CTA Assistant Treasurer and, for alternating two-year terms, four members following educational levels: representing the

- (1) Elementary
- (2) Middle/ Secondary School
- (3) Member At Large
- (4) Member At Large

2.2 The CTA Professional Development Committee operates in an advisory capacity to the CTA President and CTA Executive Committee.

2.3 The CTA President or designate shall sit on the committee in an ex-officio capacity.

2.4 Other individuals, as required, may be invited to meet with the committee as an invited guest with voice but without vote to help with professional development activities sponsored by the CTA ProD Committee.

2.5 The six-member CTA Professional Development Committee shall represent the Association on the Joint Professional Development Committee as constituted in Article F.20.3 of the Collective Agreement.

2.6 The CTA President shall be the designate to act on behalf of the Association under the terms of Article F.20.2 of the Collective Agreement. (CTA Constitution and Policy C.3)

3.0 Responsibilities of the School Pro-D Representative

3.1 The School ProD Representative's responsibilities include:

- a) Attending the annual CTA ProD Rep training session.
- b) Chairing a school-based ProD Committee.
- c) Acting as liaison between ProD Committee and the school staff including :
 - i) distributing information to the staff
 - ii) collecting information for staff
 - iii) maintaining a ProD bulletin board, calendar, binder, clipboard, or other method of providing information to school staffs
 - iv) encouraging teachers to submit self-directed forms as necessary, according to the procedures laid out in the Professional Development Handbook.
 - v) being a member of the School Staff Committee if one exists

3.2 The School ProD rep shall facilitate requests for Pro-D funds from staff members by:

- a) providing 'Requests for ProD Funds' forms to teachers.
- b) ensuring that the 'Requests for ProD Funds' has been completed and receipts or Declaration forms are attached.
- c) initialing the Request for ProD Funds Form and submit the completed form with attached receipts to the CTA office to be processed.
- d) maintaining records of 'Requests for ProD Funds' forms
- e) informing staff of monthly individual ProD fund balances

3.3 The School ProD Rep shall initiate ProD business at staff meetings by:

- a) reporting to staff information regarding workshops and conferences
- b) encouraging staff to initiate ProD activities
- c) initiating discussions on selection of school-based non-instructional days (date/activities)
- d) facilitating committee discussions for selection of Staff Collaborative activities

4.0 ProD Fiscal Year

4.1 The ProD fiscal year shall be October 1st to September 30th.

5.0 Budget

5.1 The Professional Development budget shall be set annually by the CTA Executive in consultation with the CTA ProD Committee.

5.2 The CTA will provide secretarial assistance to the ProD committee subject to authorization of the CTA President.

6.0 Finances

6.1 Finances of the CTA Professional Development Fund are outlined in Section F of the Collective Agreement. (See Appendix 1)

7.0 Honoraria

7.1 For Joint ProD Committee planned events, honoraria may be paid to BCTF members who conduct in-district workshops.

8.0 Allocation of Funds

8.1 Pro-D Funds are allocated in October, following receipt of funds from School Board. The CTA ProD committee may at its discretion allocate funds to new postings in February dependent on the funds available.

8.2 Individual funds that are distributed in October and February are based on the School Districts staffing lists and a comparison of the lists for those months.

8.3 All teachers in the district, including part-time, with the exception of those on leave, will receive their full ProD allocation on October 1st of each year.

8.4 The maximum amount of any teachers Individual Fund shall be the current year's allotment plus the previous 3 years' allocations.

8.5 Funds in excess of the amount in 8.4 shall be returned to the General ProD Fund for equitable redistribution to all members.

8.6 No funds in excess of the amount in 8.4 shall be available for the individual use beyond the October 1st deadline unless the member specifies in writing that funds are targeted to an activity within the current ProD year.

8.7 Transfer of funds between members in any ProD year may only occur under the following conditions:

- a) The maximum amount an individual teacher may transfer in a Pro-D fiscal year is \$200.
- b) The total amount a teacher may receive in a ProD fiscal year from other teachers is \$800.
- c) Funds will be transferred between teachers' individual professional development funds' accounts on the date of receipt of the "ProD Transfer of Funds Form"
- d) All individual professional development funds accounts will be governed by Article 8.4.

8.8 A staff, a department, or a group of teachers, may see a need for a school-based workshop and assign funds from their accounts to cover the receipted costs (No honorarium can be included).

a) A written plan of the event must be forwarded to the ProD Chair for pre-approval. Pre-approval of the ProD Committee Chair is required .

b) After pre-approval is given, a letter signed by all individuals involved is required to access the funds from their accounts.

8.9 That the individual funds of teachers on leave, except for acting administrative positions, are held in reserve until such time as they return to a teaching position. This includes teachers returning from leaves throughout the year who may retain their prior years' allocation. Only teachers on the School District active staff list as of October 1st will receive the ProD allotment for that year. Teachers on leave can access their existing ProD Funds.

8.10 The individual funds of teachers who accept a position as an acting administrative officer will only be held until September 30th following their first administrative position contract.

8.11 The individual funds of teachers who cease to be members shall be returned to the General ProD Fund effective on the day the teacher's membership ceases. Teachers who are reinstated as members may not have their previous individual fund restored.

8.12 Teachers who are laid off and take temporary teaching assignments in another district where BCTF membership is required, may apply to have any previous balance of ProD funds restored upon their return as a CTA member.

9.0 Financial Support Guidelines

9.1 ProD expenses must be specific and cover only the individual teacher who is applying for reimbursement. Any other persons accompanying the teacher must submit their own request, or sustain their own expense costs.

9.2 The process for reimbursement for expended funds in relation to ProD activities are as follows:

a) The School ProD Rep checks that the form is supported by receipts, initials the applicant's completed "Request for ProD Funds" form , and submits these to the CTA after the teacher attends the activity.

b)The ProD Chair checks to ensure that the form is complete and accompanying documentation present and correct. The ProD Chair then may do one of the following;

i) Approve the request and sign the form.

ii) Request additional information for clarification and audit purposes regarding the individual applicant's request for ProD Funds. Applicants must be prepared to provide clarification if requested to do so to access their Individual Professional Development Funds.

iii) Deny the request for funds. Decisions of the ProD Chair may be appealed under Policy 14.0.

c) The CTA Office Manager processes the request by ensuring that funds are in the applicant's Individual ProD Fund account. A cheque is then written for the applicant for the approved amount and up to the amount available in the individual's account and the cheque number (#) is written on the Request for ProD Funds Form as the approval number. The approved expenses are reimbursed to the teacher applicant.

9.3 When billing Individual Account for any costs, proof of attendance is required. Where there are no registration receipts available for a ProD activity, or proof of attendance is lost:

a) the applicant may fill out a "Declaration of Attendance" form.

b) When a teacher requests TTOC costs only for an activity, registration receipt is not required as the District bills the CTA from the LOA form signed by the administrator.

9.4 All receipts from the previous ProD fiscal year and the summer ProD activities must be submitted to the CTA office prior to September 30th. Receipts dated prior to that year will not be accepted.

9.5 Items acceptable for reimbursement are as follows:

- a) Transportation expenses to and from an out of district ProD activity via the most economical method at BCTF current rates
- b) Meals (on the day of the ProD activity, plus transportation days) at BCTF current rates
- c) Parking and toll bridge fees
- d) Accommodation expenses: hotel or private home at BCTF current rates
- e) Registration fees for workshops, conferences, seminars, non-credit university coursework and on-line non-credit courses
- f) Provincial Specialist Associations (PSAs)
- g) Daycare costs for Saturday, Sunday and beyond regular working hours during the week at BCTF rates

Professional Development Funds will not be used to pay for:

- a) Classroom instructional material or assessment materials or learning resources
- b) Computer hardware or internet access
- c) ProD activities mandated or required by the Ministry of Education, the employer or agents of the employer

9.6 ProD cheques that become stale dated (not cashed within 6 months) will be re-issued to the teacher within one year.

9.7 Lost ProD cheques can be re-issued, however, the cost of placing a stop payment on the cheque at the bank will be deducted from the original reimbursement amount.

9.8 Teachers may resubmit for reimbursement from Individual Funds for up to one year from date of ProD activity.

10.0 Teachers Teaching On Call (TTOC)

10.1 A yearly budget is set for Teachers Teaching On Call and exchange teachers and is paid out on a first come first serve basis per teacher to a maximum of \$200.

10.2 To access these funds, TTOCs must apply to the ProD Chair and have the “Request For ProD Funds” application approved prior to attending a workshop.

10.3 After attending a pre-approved ProD activity, requests for reimbursements must be supported by paid receipts. If receipts are unavailable or lost see Pro-D policy 9.3.

10.4 TTOCs may apply for the CARE Fund following guidelines in Policy 14.

11.0 Self Directed Pro-D

11.1 Definition of Self-Directed ProD:

Academic or professional upgrading or training, initiated by the teacher, to improve or enhance their teaching area or performance. This is done on an individual basis regardless of any other Pro-D activities that may be available.

11.2 It is preferable that Self-Directed ProD activities occur on days other than those when district wide ProD activities are planned.

11.3 Self-Directed ProD activities should not be activities where there are contract benefits or implications.

11.4 Self-Directed ProD activities should not to be used for regular classroom work.

Procedure for a Self Directed ProD activity:

11.5 Complete the “Self-Directed Professional Development” form available from the school ProD Rep or the Self-Directed link on the CTA website under Committees > ProD: www.chilliwackteachers.com.

11.6 Submit by email to the CTA Office. The form must be submitted no less than one week prior to the activity for pre approval by the CTA president or designate.

11.7 The CTA Office will retain a copy of all self-directed activity forms to ensure member protection and accountability.

11.8 If further clarification of the activity is needed in order for approval, the CTA ProD Chair will contact the member/s involved.

12.0 International Conference Pro- D Fund

12.1 For the purposes of this policy the definition of international workshop or conference shall be as follows: An international conference or workshop includes those conferences/workshops which occur outside of Canada, or which involve international participants inside of Canada.

12.2 The CTA International Conference Professional Development Fund (ICPDF) Grant shall consist of a \$2500.00 grant. Up to 6 grants will be awarded in a school year.

12.3 In order to be eligible and to be declared a successful candidate:

- a) The teacher must be an active CTA member and not presently on leave at the time of the application and/or up to and including the date of the international conference.
- b) All applicants must be willing to meet the obligations listed in the ICPDF Policy and be willing to sign a “International Conference Contract” agreeing to all conditions if they are selected and awarded the grant.
- c) All applicants must be willing to abide by all the rules.
- d) All applicants must provide receipts as per current ProD policies (9.3, 9.4).

12.4 The international conference should relate to the teacher’s present teaching area or assignment and/or be of educational value to the teacher, school or district.

Application Process

12.5 The “CTA Professional Development Funding Application Form” must be filled out completely and accurately with as much supporting evidence and information as possible.

12.6 In order to be considered for the draw, a teacher’s completed “CTA Professional Development Funding Application Form” with accompanying documentation and conference proposals must be received by the CTA office before 4:00 p.m. on the first school day of October, January and May. The application form and accompanying documents shall be placed in a separate envelope, addressed to: CTA ProD Chair - CTA Office, Re: International Conference.

Consideration Process

12.8 A CTA ProD screening committee will review all applications and proposals to ensure that they meet the criteria (12.3). Only applications that meet the CTA ICPDF policy criteria and guidelines will be eligible for the draw.

12.9 The CTA ProD screening committee will consist of the following three personnel: CTA president, ProD Chair, and the Superintendent or designate.

12.10 If a proposal meets the criteria in 12.3, the applicant’s name will then be entered into a draw at a CTA General Meeting. The meetings are held in October, January and May.

- a) Eligible applicants will be notified prior to the General Meeting.
- b) Applicants must be present at the meeting to receive a grant.
- c) At the end of each General Meeting, names will be drawn for awards of \$2500.00 each up to a total of 6 per year. Additional grants may be awarded if funds are available.

Criteria Requirements

12.12 Applicants must agree to the following:

- a) The international conference must be offered by a recognized educational organization.
- b) The date of the international conference must be scheduled within 18 months following from the date the recipient receives the award.
- c) The international conference must be non-credit.
- d) The international conference should relate to the teacher's present teaching area or assignment and must be of sound educational value to teacher, school or district.
- e) Funds can be used only for one international conference, not several smaller conferences.
- f) Funding is only to be used for expenses as per current CTA ProD policies (9.4).
- g) If the international conference occurs during the regular teaching year, a leave of absence form must be filled out as per SD#33 board policies.
- h) A successful recipient may not apply again until 6 years have lapsed from the day of the award.

ICPDF Grant Recipients

12.13 Successful recipients of the ICPDF Grant may claim up to \$2500.00 of the actual costs of attending an international conference (receipts required).

12.14 The CTA may direct payment in advance prior to the actual date of the conference up to 50% (advances not to exceed \$1250.00) of the total expected expenditures for transportation, flights and or conference fee costs. Documentation/proof of funding requirements will be required.

12.15 In the event that the international conference does not proceed or is canceled, proof of cancellation must be provided. Any monetary advances must be returned to the CTA Office as soon as possible. Should the teacher choose to attend an alternate international conference they must submit a new application form, with appropriate details, prior to the scheduled conference for final approval from the CTA ProD screening committee. It must not be presumed a guarantee of approval will be automatically given.

12.16 If the teacher is unable to attend the international conference due to a family emergency or personal medical emergency, a doctor's certificate may be required. The full amount of monies that have been dispensed to the teacher by the CTA shall be returned to the CTA. Should any costs be nonrefundable, the teacher will be required to provide proof of such.

12.17 If an ICPDF Grant recipient does not access the grant, an extra draw will be made at the following general meeting.

12.18 Recipients of the ICPDF Grant agree to the following:

- a) To complete an "International Conference Contract" and remit it to the CTA Office.
- b) To submit, to the CTA ProD committee, a written report on the International Conference no later than one month after the conclusion of the Conference. The report shall contain speakers names/addresses, a list of resources used or referred to at the Conference, a brief summary of the sessions attended, and other pertinent information.
- c) To choose to complete one or more of the following:
 - i) To provide a workshop within a year of the conclusion of the International Conference to CTA colleagues. Materials and information acquired at the International Conference will be presented on one of the Chilliwack School District ProD days.
 - ii) Report to the members of an LSA (Local Specialist Association) or Intra District Collab Group
 - iii) Submit a report/presentation to the teacher's school/department

- iv) Submit a report/article to appropriate PSA (Provincial Specialist Association)
- v) Offer a presentation to the Chilliwack School Board

13.0 Appeal Procedure

In the event that a teacher is denied approval of receipt of individual funds for a specified activity, the teacher may appeal the decision.

13.1 The following procedures apply to appeals:

- a) The Teacher will make a written request to the CTA ProD Committee (within a month following the date of denial) for a review of the decision.
- b) The CTA ProD Committee must take the original application for funding and written review request to the next CTA ProD Committee meeting.
- c) The CTA ProD Committee will review information provided and do one or more of the following:
 - i) make a decision supporting or denying the applicant's application for funds.
 - ii) refer the matter to the CTA Executive for review and consideration. The CTA Executive may make a recommendation to the CTA ProD Committee.
 - iii) solicit an independent opinion (preferably from outside SD # 33 where practical) from a knowledgeable authority relevant to the claim upon receipt of the independent opinion, the committee shall refer to actions a) or b) above for final resolution.

13.2 The teacher initiating the appeal shall have an advocate appointed by the CTA ProD Committee and shall be apprised of each stage of the appeal procedure .

13.3 If the teacher wishes to appear before the committee to present information, he/she may do so.

13.4 Once a decision has been reached by the committee, the individual teacher shall then be notified of the decision.

13.5 All decisions of the CTA Professional Development Committee are final.

14.0 Conference Access Registration Endowment (CARE) Fund

Purpose: To provide additional funds for members attending workshops/conferences

14.1 The yearly budget for the CARE Fund will be determined by the CTA ProD Chair and the CTA Treasurer to a maximum of \$30,000 per year.

a) The CARE Fund will be reviewed every 2 years to determine the availability of funds.

14.2 CTA members may apply for CARE funds to supplement their attendance at a conference/workshop.

a) CTA members may apply for up to \$300 for acceptable conference/workshop expenses where projected cost will exceed their ProD Individual funds.

b) Applications for CARE funds will be on a first come/first serve basis.

c) To access CARE funds members must fill in the CARE application form and send it in to the CTA ProD Chair at least 1 week prior to the conference/workshop. Attach a copy of the conference synopsis or program (one page only) to your application. *Please keep a copy of the application for your own records.*

d) When approved, the application form will be returned as it must be attached to the “Request for ProD Funds” form (see 14.6a) when requesting reimbursement.

e) CTA members can only submit application(s) for up to \$300 throughout each ProD year (October 1 to September 30th).

14.3 Approved funds can only be applied to the conference/workshop specified on the application form.

14.4 The conference/workshop should relate to the members’s present teaching area/assignment, or qualified teachable areas, and must be of educational value to the teacher.

14.5 The CTA ProD Chair will review all applications to ensure they meet the CARE fund criteria.

a) Successful applicants will be informed of the status of their application in advance of their conference/workshop.

14.6 Successful applicants can access the approved CARE fund amount after attending the conference or workshop.

a) A “ProD Request for Funds” form must be filled out with the CARE application form attached in order to receive reimbursement.

Collective Agreement Articles Relating to Professional Development
APPENDIX 1

Article F.20 PROFESSIONAL DEVELOPMENT FUNDING AND CONTROL

1. The Board and the CTA recognize that:

- a) providing opportunities for professional development is a shared responsibility
- b) activities which promote and foster professional development of teachers shall be covered in the article

2. There shall be a Professional Development Fund which is jointly administered by the Superintendent or designate and the CTA Professional Development chairperson or designate.

3. There shall be a Joint Professional Development Committee comprised of six (6) CTA members and three (3) representatives of the Board, chaired by a CTA member.

4. This joint committee shall administer professional development activities in the District.

5. This Joint Committee shall be guided by the following principles:

- a) Teacher participation in professional development activities is voluntary, except during non-instructional days set aside for professional development
- b) A needs assessment is the most appropriate starting point in planning a professional development program.
- c) Professional development programs shall include adequate resources, time and organizational support.
- d) Opportunities for professional development shall be distributed as widely as possible.

6. It shall be the responsibility of the Joint Committee to allocate available funds for school- based professional development, to set aside a contingency fund to meet special needs, to consider requests for additional funds from schools in which all allotted funds have been used, and requests from Teachers On Call in the employ of the Board. The Committee shall establish its own guidelines in these matters.

7. Each school shall have a Professional Development Committee of which an Administrative Officer is a member and which is chaired by a CTA member. Where practicable this Committee shall be elected.

8. The School Committee shall adhere to the principles in Article F.20.5.

9. The School Committee shall plan school-based professional development activities and approve expenditure of allocated professional development funds.

10. Effective July 1, 1992, the Board shall contribute annually to the Professional Development Fund eighteen one hundredths percent (.18%) P.A. Max per FTE (as of September 30) and the CTA shall contribute seven one hundredths percent (.07%) P.A. Max per FTE (as of September 30).

11. Effective July 1, 1992 the Board will annually provide six one hundredths (.06%) Max per FTE (as of September 30) to increase the Professional Development Fund to offset substitute or other professional development related costs.

12. The CTA recognizes that the principal has the authority to authorize teacher absence from regular duties for professional development.

13. Unused funds at both District and school levels shall be carried over to the next year.

14. This Article shall not preclude the Board from providing curriculum implementation activities, however, the Professional Development Fund shall not be required to finance curriculum implementation.

Article F.21 NON-INSTRUCTIONAL DAYS

1. Five (5) of the non-instructional days in the School Calendar shall be used for teacher professional development activities.

2. Non-instructional days shall be considered as instructional days for salary purposes.

Article D.22 REGULAR WORK YEAR FOR TEACHERS

3. The days in session in the regular school year for the teacher shall include no fewer than five (5) non-instructional days for professional development. Scheduling for those days shall be jointly planned by the Superintendent of Schools and the CTA President. Scheduling is to include co-ordination of district-wide and school based non-instructional dates and shall be completed for the subsequent year by April 30th.

APPENDIX 2

LOCAL SPECIALIST ASSOCIATIONS (LSA)

An LSA is a group of teachers interested in promotion and advocacy of professional development in a specialist area.

1.1 It is encouraged that there be an elected executive of at least three CTA members:

- Chairperson
- Vice-chairperson
- Treasurer

1.2 In order to be recognized as an LSA of the CTA the following criteria must be met: that there be a Provincial Specialists Association (PSA) in existence at present.

1.3 It is encouraged that LSA's provide opportunities where possible for workshops on the CTA sponsored days.

1.4 LSA's are encouraged to promote professional development through activities that may include:

- Conducting in-service education
 - Participating in curriculum projects and sharing the results
 - Proposing curriculum policy positions for PSA adoption
 - Maintaining liaison with post-secondary faculty members in the specialist area
 - Maintaining liaison with the BCTF PSA, if one exists
 - Initiating and maintaining contact with beginning teachers
 - Maintaining a system of communication with its members through newsletter, general meetings and professional development activities.
- Encouraging affiliation with national and international professional groups in the area of specialty