

ENGLISH MONTREAL SCHOOL BOARD



PROFESSIONAL IMPROVEMENT COMMITTEE

TEACHERS INFORMATION BOOKLET
2026-2027

Email: TeachersPIC@emsb.qc.ca

TABLE OF CONTENTS

PIC Meeting Dates	3
General Information	4
How to Apply for Funds	5
Reimbursements.....	6
Collective & School Projects	7
Conferences.....	9
Montreal Conference Rules	10
Out-of-Town Conferences.....	11
Credit Courses & Non-Credit Courses	12
Non-Credit Course & Language Exam Reimbursement	12
School Visits.....	14

IMPORTANT:

- **No expenses will be reimbursed without prior PIC approval.**
- It is the applicant's responsibility to use the most up-to-date forms. Old forms will be rejected and will not be presented to the committee.
- **The applicant bears full responsibility for ensuring that all documentation is submitted and received on or before the posted deadline dates.**
- Once an application has been approved, teachers must adhere to their school's substitution procedure to secure a replacement during their absence.
- Teachers cannot withdraw from a previously approved event in order to use funding or substitution days for another event.

PIC APPLICATION DEADLINES AND MEETING DATES

APPLICATION DEADLINES (Thursdays)	MEETING DATES (Tuesdays, except December & June)
September 24, 2026	September 29, 2026
October 8, 2026	October 13, 2026
November 19, 2026	November 24, 2026
December 10, 2026	December 14, 2026
January 14, 2027	January 19, 2027
February 11, 2027	February 16, 2027
March 25, 2027	March 30, 2027
April 22, 2027	April 27, 2027
May 13, 2027	May 18, 2027
*June 3, 2027	June 7, 2027

Applications **must be received by PIC by 11:59 pm the Thursday before the meeting.**

Please remember that no application will be accepted for an activity that has already taken place.

*Please note that June 3 is the final deadline for the 2026-2027 school year. No applications will be reviewed between June 3, 2027, and the first meeting in September of the 2027-2028 school year.

GENERAL INFORMATION

The Professional Improvement Committee (PIC) has the responsibility of allocating the funds available for professional improvement. Every school year, the Ministry allocates \$240 per full-time equivalent teacher for professional development activities. The funds may be used for the following purposes:

- PIC-sponsored workshops
- Collective and School Projects
- Credit Courses
- Non-Credit Courses
- Conferences, Seminars, Conventions, School Visits and Workshops.

Needs of the Milieu

PIC examines the current assignment of teachers considering the needs of the larger educational community in order to establish the priorities that should be addressed by the PIC budget. Again, this year, we will be placing emphasis on conferences in Greater Montreal.

Eligibility for Professional Improvement Funding

1. Who is Eligible

- Teachers with a full-time EMSB contract
- Hourly paid adult education/vocational training teachers with an assignment of 150 hours per semester

For part-time teachers in the youth and AEVS sectors, **funding and substitution days will be prorated.** Teachers must provide their workload form and letter of engagement when applying for PIC funds.

2. Who is Not Eligible

- Teachers on maternity, paternity, parental, or preventive leave
- Teachers on leave due to CNESST or Salary Insurance

Special Note: If you have already been granted permission to attend a PIC-funded conference and are currently on leave, you must submit a return-to-work confirmation letter from Human Resources to have your expenses reimbursed.

For any questions, please contact the PIC office at the EMSB at TeachersPIC@emsb.qc.ca, as soon as possible.

Funding Restrictions for Teachers on Full-Time Leave of Absence

The Professional Improvement Committee will not grant funds to teachers on full-time leave of absence for the entire school year, unless one of the following conditions is met:

- a. The leave of absence is for full-time study as stated to the School Board.
- b. The leave of absence is an extension of the paid portion of a parental leave of absence.
- c. The teacher is on a deferred salary sabbatical leave.
- d. The teacher is on a loan of service.

Special Note:

For teachers under conditions (a) or (b), only bursaries for credit courses will be granted.

HOW TO APPLY FOR FUNDS

1. Complete the Application for Funds form provided at the end of this booklet or on the EMSB portal and MTA website.
2. Ensure that you provide all requested information on the form, include a link to a description of the conference or workshop, and a list of workshops you would like to attend. Please estimate all expenses (for example, hotel costs and transportation) and **make requests in Canadian funds**.
3. PIC will only reimburse expenses that were approved at the time of the application. **If there are ANY changes in estimated expenses and/or the breakdown, please notify the PIC secretary immediately before the activity takes place. No further changes can be made after the event begins.**
4. PIC will not provide retroactive funds for activities that have already taken place.
5. Email a copy of the completed form as an attachment to EMSB-MTA PIC to TeachersPIC@emsb.qc.ca.
6. Please submit a **copy** of your application to your administrator.

Applications must be received by PIC by 11:59 pm the Thursday before the meeting.

You will be notified in writing of the decision of the Committee **within ten days of the meeting**.

If approved, you will receive a letter that will indicate the specific amounts you are entitled to claim when submitting your report of expenses following your attendance to the conference.

Notes

- The reimbursement will appear on your pay stub as a non-taxable item.
- Meal expenses are not funded for virtual workshops as per the Financial Services Procedures Guide, FS-10. P1 section 5.0

Reimbursement Guidelines

Invoices

- Each invoice must be for a single applicant. If sharing a hotel room, when submitting invoices, they must show the applicant's name and credit card payment information.

Submission Requirements

1. Complete a Report of Expense (available on the EMSB Portal). Please note that the expense report system can only be accessed from EMSB schools, centres or the Administration Building, and you must be connected to the EMSB internet.
2. Tape detailed original receipts to 8½" x 11" sheets of blank paper. If the receipt or invoice does not show that it has been paid, please include a redacted credit or debit statement as proof of purchase.
3. For card payments when travelling outside of Canada, provide documentation (a redacted credit or debit card statement or payment details) to confirm the exchange rate at the time of purchase.
4. Submit all documents within 40 working days of the activity's end date as indicated in your approval letter.

Meal Expenses

Meal expenses are **not funded for virtual workshops**.

For Greater Montreal conferences and workshops:

- Breakfast: \$15.00
- Lunch: \$25.00
- Supper: \$40.00
- Total Maximum Daily Rate: \$80.00

For conferences outside of Greater Montreal:

- Maximum Daily Rate: \$80.00 (**no per-meal breakdown required**)

- **Alcoholic beverages are not eligible for reimbursement.**
- All rates include applicable taxes and a 15% gratuity.
- The same rates apply in U.S. dollars.
- The gratuity does not apply to hotel stays.
- Grocery bills may also qualify as meal expenses. Please reach out to the PIC secretary for further details.
- **For expenses in other foreign currencies, consult the PIC secretary before the event for applicable rates.**

Travel Expenses

- Transportation (air, bus, train and car rental), or car-share
- Mileage can only be claimed for Montreal-area events. Gas or EV charging receipts are required for car travel outside the region

Clarification on Meal Expense Rates in U.S. Dollars

Please note that the meal expense rates are also applicable to expenses incurred in the United States. This means the following rates are to be used when claiming meal expenses in U.S. dollars: The maximum daily rate is \$80.00 USD, and no per-meal breakdown is required.

All other conditions, including the exclusion of alcoholic beverages and inclusion of applicable taxes and a 15% gratuity, are the same for U.S. travel.

Collective and School Projects

A collective and school project differs from a conference as it is initiated and organized by teachers to enhance their professional development. These projects typically involve workshops designed to address specific educational needs identified by a group of educators.

Key Points

- These projects must include a guest speaker.
- The Chairperson of the Organizing Committee should seek financial support from the Professional Improvement Committee (PIC) to plan and carry out these initiatives.
- Whenever possible, these activities are scheduled on designated professional development days.
- Guest speakers must be hired from outside the EMSB, with the exception of EMSB teachers who can be released for preparation and presentation time. EMSB teachers are not eligible for honoraria.
- The maximum amount per participant is \$400 (including honorarium and travel & accommodation for the speaker).
- Participant release days do not count toward their six-per-year substitution day limit.

Participation Requirements

- Participation from multiple schools is mandatory, except for highly specialized institutions like Mackay and Philip E. Layton, where needs may be specific to that institution.
- The minimum number of teachers is 10.

Note: These projects extend beyond what can typically be funded through school-based professional development budgets or in collaboration with Educational Services.

Guidelines for Collective and School Projects

1. Chairperson Role

- A teacher must serve as the chairperson of the organizing committee.
- The chairperson must submit a funding request for all participants using a single application form.

2. Application Requirements

- Alongside the workshop application, the chairperson must provide the PIC with a participant list.

3. Expense Details

- The participant list should include the expected number of participants.
- Provide a detailed breakdown of anticipated expenses, including:
 - Honoraria
 - Speaker accommodations
 - Refreshments (up to \$30.00 per person)

Note: The cost of materials will not be covered.

4. Approval Process

- Do not finalize project arrangements until receiving approval of funds from PIC.

5. Post-Event Requirements

- After the workshop concludes, submit a written report to the Committee.

6. Approval Deadline

- Submit the participant list for approval at least 48 hours before the activity. Once the list has been submitted, no other participants may be added.

7. Attendance Documentation

- Submit an attendance sheet signed by each participant to the PIC secretary for each day of the project.

Considerations

- PIC considers the per capita cost of the project and the number of previously funded projects for that school/centre or subject group.

DEADLINE FOR COLLECTIVE AND SCHOOL PROJECT REIMBURSEMENT

The chairperson is required to submit original receipts along with a completed project report within **40 working days** of the end date of the activity, as indicated in the approval letter.

In cases where the teacher serving as Chair has made payment for the collective or group project, PIC will reimburse the teacher directly. Honorariums provided to an external organization will be disbursed separately and directly to that organization.

CONFERENCES

Guidelines for Conferences

1. Annual Budget and Attendance

- The PIC Committee allocates up to \$3,250 per year for professional development.
- Teachers may be absent for a maximum of six (6) working days for PIC-related activities. These substitution days do not include participation in collective & school projects, school visits and PIC-sponsored workshops.

2. Funding Considerations

- The limitations of the PIC budget
- Conference location, with priority given to events in the Montreal area
- Relevance of the conference to the teacher's current assignment
- Previous attendance of the applicant at similar conferences
- Subsidy amounts received for conferences during the same school year
- Number of conferences or workshops attended by the applicant during the current year
- Overall cost of the conference
- Date of receipt of the application by PIC
- Number of teachers selected from any one school/centre for a given conference

3. Funding Limitations

- PIC does not fund teachers accompanying students.
- PIC does not fund all school-mandated activities.

4. Presenting at Conferences or Workshops

- Funding will only be provided for teachers presenting at EMSB, QPAT or PIC-sponsored events.
- No funding will be provided for any other organizations or events.
- Apply to PIC for transportation and meal expenses within PIC guidelines, including a copy of the invitation.

5. Application Requirements

- Include a web link to a description of the conference or workshop with all applications.
- Submit a list of workshops you would like attend and keynote speakers who interest you.
- Scan and email other supporting documents if you would like to include them with your application.

Any missing documents will render the application void, and it will not be considered.

6. Notification of Inability to Attend

- Teachers unable to attend the funded conference must notify the committee immediately, including those on salary insurance.

7. Out-of-Town Conferences

- Teachers may request that an out-of-town conference be considered a Montreal conference, subject to all funding rules, provided they are within the continental U.S. or Canada (see next item).

8. Montreal Conference Funding Rules

Note: Meals are not funded for virtual workshops.

Funding for Teachers

- **Registration Fee:** Teachers can apply for the cost of the registration fee.
- **Additional Expenses:** A maximum of \$200 for:
 - Transportation within Greater Montreal (mileage, rideshare, taxi, transit)
 - Meals:
 - Breakfast: Up to \$15.00
 - Lunch: Up to \$25.00
 - Dinner: Up to \$40.00
 - One night at a hotel or short-term rental (for conferences more than 100 km from Montreal)

9. One-Day Conferences in Ottawa and Parts of Quebec*

PIC will cover the following expenses:

- **Registration Fee:** The cost of the registration fee (excluding membership fees).
- **Additional Expenses:** A maximum of \$600 for:
 - Transportation
 - Meals
 - One night at a hotel or short-term rental (for conferences more than 100 km from Montreal)

*These rules apply for conferences outside of Greater Montreal and within one of the following areas:

Quebec administrative regions: Montérégie, Laurentides, Lanaudière, Outaouais, Mauricie,
Centre-du-Québec, Estrie

Eastern Ontario: Lanark, Leeds & Grenville, Prescott-Russell, Stormont Dundas & Glengarry and the
City of Ottawa

Out-of-town conference rules apply for all other areas of Quebec and Ontario.

OUT-OF-TOWN CONFERENCES FUNDING RULES

Frequency of Funding

Funding for out-of-town conferences will only be considered once every two (2) school years.

Considerations for Funding Decisions

PIC will consider the following factors when deciding on funding for out-of-town conferences:

- Relevance of the conference to the teacher's assignment and teaching qualifications.
- Availability of similar conferences in Montreal.
- Whether the conference is national or international.

Funding Limitations

- PIC will fund professional development up to a maximum amount of \$3,250 per year.
- A teacher may not be absent for more than six (6) working days for a PIC-related activity.

Eligible Expenses

Eligible expenses will be funded for a maximum of six (6) days and include:

- Registration fee (excluding membership fees).
- Transportation (air, bus, train, car rental and gas but not mileage) or rideshare service.
- Hotel or short-term rental
- Meals., up to a maximum of \$80 per conference day (refer to Page 6 of this booklet for details).

Participation Limit

A maximum of 9 teachers from the EMSB (with a maximum of 3 from any one school or centre) will be selected to attend an out-of-town conference. Highly specialized schools may send a maximum of four (4) teachers.

Priority will be given to teachers who have not yet attended the out-of-town conference for which they are applying.

DEADLINE FOR CONFERENCE REIMBURSEMENT

Teachers must submit original receipts, credit card statements and the completed workshop evaluation form **40 working days** after the activities end date indicated on the approval letter you received.

Please note the reimbursement will appear on your pay stub as a non-taxable item.

CREDIT COURSES AND NON-CREDIT COURSES

Credit Courses and Bursaries

Eligibility

- Bursaries are available for successfully completed part-time or full-time university credit courses. Substitution days will not be granted.
- Eligible courses must be within the field of education and relevant to the teacher's current assignment or teaching another discipline.
- This policy applies to studies starting from the fall semester of 2025-2026.

Bursary Amount

- The bursary amount is \$350 for each three-credit course successfully completed, with a maximum of 36 credits per school year.

Disbursement Process

- After successfully completing the course, the bursary will be automatically disbursed upon receipt of the official transcript of marks.
- The university should send the official transcript directly to the EMSB Human Resources Department.

Note: Do not send this information to the PIC secretary, as the Committee does not make decisions regarding credit courses.

DEADLINE FOR CREDIT COURSE REIMBURSEMENT

Teachers must ensure the University submits official transcripts before **October 31, 2026**, in order to be paid for credit courses started between July 1, 2025 to June 30, 2026.

NON-CREDIT COURSES & LANGUAGE PROFICIENCY EXAMS (DELF, TELUQ, SEL, CEFRANC, CEETC)

Guidelines

Course/Exam Relevance:

- Courses and exams must be related to the needs of the milieu or the teacher's current assignment.
- Teachers will also be reimbursed for French or English second language courses and exams.
- All non-credit courses and exams must be given by an accredited institution.
- Substitution days will not be granted.

Application Timing:

- Applications for non-credit courses and exams must be submitted before the course or exam is completed.

Bursary Amount:

- Successful applicants can receive a maximum bursary of \$400 per non-credit course, with a limit of three non-credit courses.

Language Exams:

- The cost of the language exam and up to 2 days of substitution per year will be covered by PIC. A passing grade is required for reimbursement.

DEADLINE FOR NON-CREDIT COURSE AND LANGUAGE EXAM REIMBURSEMENT

Reimbursement will be granted upon submission of the original fee receipt to PIC within 40 working days of the completion of the non-credit course or exam.

Substitution will not be covered for non-credit courses, which must be completed outside of work hours.

SUPPLEMENTARY SUMMER SUBSIDY (Applies to credit and non-credit courses)

Supplementary subsidies may be awarded for studying at universities outside of Montreal during July and August.

A letter explaining the duration and nature of the program is required.

Up to:

- \$600 for travel expenses
- \$550 for food and lodging
- \$350 for registration fees

These subsidies are intended to support teachers attending programs not available in Montreal that are directly related to their teaching assignment and meeting the needs of the milieu.

MULTI-GRADE FUNDING

Each year, multi-grade teaching teams are allocated a total of \$675 per multi-grade class and must come to a consensus on how to use the funds. This funding does not include classes that are already structured to be multi-level.

PIC-SPONSORED WORKSHOPS

For workshops that are organized by the Professional Improvement Committee and for the QPAT Convention, substitution days will not be deducted from the six-day per-year limit.

SCHOOL VISITS

Teachers within the EMSB have the opportunity to request one day of substitution to explore and learn from "best practices" and programs available at English school boards within Greater Montreal. This can include visiting another school or, for vocational training teachers, another vocational centre within Greater Montreal.

Guidelines for School Visits:

- Visits must be relevant to the needs of the milieu.
- Applications must be approved by PIC before the visit.
- When applying, teachers must include an application form and a brief description of their learning objectives and observations, along with the name of the overseeing school administrator.
- Each teacher may be permitted a maximum of two (2) school visits per year.
- Visits must be one on one. Group visits are not permitted under this category.
- For each visiting and hosting teacher, a budget of \$15 for breakfast and \$25 for lunch is available.

2026-2027 MTA-EMSB PROFESSIONAL IMPROVEMENT COMMITTEE APPLICATION FORM

Tel: (514) 483-7200, ext. 7501

Email: TeachersPIC@emsb.qc.ca

This form is to be emailed to TeachersPIC@emsb.qc.ca and received by 11:59 the Thursday before the meeting prior to the date of the activity. (see Page 1 of this booklet for alternate dates). Please complete all the information on the application and include a link to a description of the conference or workshop.

Employee Code: _____ Name: _____

E-mail Address: _____@emsb.qc.ca School/Center: _____

Teaching Assignment: _____ (Subject in high school/center; level or specialty in elementary school)

Are you an adult Ed./vocational services hourly paid teacher? _____ If yes, number of hours per week on average at the EMSB? _____

ACTIVITY

Title of activity: _____ Date(s): _____

Sponsoring organization/presenter: _____ Location: _____

Relevancy to my teaching assignment _____

COMPLETE ONLY ONE (1) OF THE FOLLOWING A, B, C or D

A. COLLECTIVE AND SCHOOL PROJECTS:

Presenter: _____

(Please provide info re speaker)

Maximum number of teachers anticipated: _____

Total number of days of substitution required: _____

Costs (Including taxes)

Honorarium

\$ _____

Refreshments (max \$30/person)

\$ _____

Other _____

\$ _____

(Specify)

TOTAL**\$** _____**B. CONFERENCES/WORKSHOPS** (Include brochure & schedule)**Costs (Including taxes) (Canadian funds)**

Did PIC sponsor your attendance at this conference last school year?

Yes ☐ No ☐

Have you been asked to serve as a presenter?

Yes ☐ No ☐

Have you received PIC funds this school year?

Yes ☐ No ☐

Have you attend a PIC sponsored out-of-town conference before?

Yes ☐ No ☐

If so, when and where? Date: _____

Location: _____

Treat as Montreal Conference?

Yes ☐ No ☐

How many PIC sponsored conferences/workshops have you attended this school year?

Registration fee

\$ _____

Primary Means of Transp.

Transportation costs (total)

\$ _____

Meals

\$ _____

Hotels

\$ _____

TOTAL**\$** _____

Number of substitution days required: _____

C. BURSARIES FOR NON-CREDIT COURSES (maximum \$400)

Fees \$ _____

D. SCHOOL VISITS (include description of purpose for the visit)

School / centre overseeing visit: _____ Name of administrator: _____

In order for your application to be considered, **please make sure to cc your principal** when submitting by email to the PIC secretary. I have read the PIC booklet and understand and agree to all terms & conditions. **Incomplete forms will not be accepted.**

Date: _____

Teacher's signature: _____

ALL APPLICANTS MUST ATTACH A WORKLOAD FORM OR LETTER OF ENGAGEMENT. HIGH SCHOOL TEACHERS MAY ALSO SUBMIT A SCHEDULE.

In the chart below, please indicate the number of substitution minutes required for each day of absence.

PIC Absence	Date	# of substitution minutes*
1st Day		
2nd Day		
3rd Day		
4th Day		
5th Day		
6th Day		

*This includes teaching, homeroom and supervision, but does **not** include assigned presence, personal presence, or remediation.