

# ADDITIONAL QUALIFICATIONS SUBSIDY APPLICATION FORM

## Applicant Information (all fields required)

Name: \_\_\_\_\_ Employee # (6 digits): \_\_\_\_\_

Phone/Email: \_\_\_\_\_ OCT # (6 digits): \_\_\_\_\_

Employment Status: \_\_\_\_\_ Name of DDSB school where you teach: \_\_\_\_\_

AQ Course Provider: \_\_\_\_\_

Course start date: \_\_\_\_\_ Course completion date: \_\_\_\_\_

Name of course completed: \_\_\_\_\_

## Required Documentation

Candidates **MUST** submit all the following pieces of documentation along with their completed application form. Failure to provide a complete application package will result in ineligibility for the subsidy and your application will not be processed.

Funding for this subsidy will be dispersed on a first-come, first-served basis. Once the fund has been exhausted, applications will no longer be accepted.

To complete your application for this subsidy, you must submit (in a single PDF file):

- Completed application form
- Verification of course completion through the Ontario College of Teachers or Letter of Recommendation from recognized AQ Provider
- Verification of payment for course by way of official receipt issued by the course provider

## Submitting Applications

Please ensure that all application packages are complete before submitting. Each package must consist of an application form, proof of payment and proof of course completion combined in a single PDF file. Submit one application package per course completed.

Application packages must be emailed to [aqsubsidy@ddsb.ca](mailto:aqsubsidy@ddsb.ca)

Applications will be processed in the order in which they are received.

Deadline for applications to be received for Mathematics subsidies is September 30, 2020. The deadline for Autism applications is April 30, 2022. Applications submitted past these deadlines will not be accepted.