Central Professional Development Fund (CPDF)

Overview

The Central Professional Development Fund (CPDF) is a fund established to provide learning and development opportunities for Administrative Professional Officers (APOs), Temporary Administrative and Professional Staff (TAPS) and Management and Professional Staff (Excluded) (MAPS) employees. It is not a negotiated benefit or a provision of any collective agreement. An amount of $25,000 is provided on an annual basis. Eligible employees may apply for an amount not to exceed $500 per application period.

This document:

- Identifies who administers the fund
- Describes how to apply for funding
- Describes eligibility requirements
- Provides clarification on the approval of applications

Fund Administration:

The Vice-Provost and Associate Vice-President (Human Resources) provides direction regarding uses and methods of allocation of the fund and the amount available to individuals. Human Resource Services (HRS) is responsible for the administration of the fund including tracking and processing applications.

PROCEDURES

Section 1: How to Apply for Funding

To apply for funding, employees must complete the CPDF application form in its entirety. A signature by the department head is required. The completed application is sent to Human Resource Services: CPDF, 2-60 University Terrace. HRS reviews the application for the following information prior to processing:

- Employee type & eligibility
- Funding entitlement or remaining entitlement if funds have previously been accessed
- The learning event meets the criteria set out for the fund

The application must be completed and approved prior to the scheduled event date. After the application form has been processed, a confirmation letter will be returned to the applicant by email. When total available funds are depleted, a notice will be posted on the HRS website at www.hrs.ualberta.ca/cpdf and applicants will be contacted by email stating that there are no funds available.

Section II: Eligibility for Central Professional Development Fund

Any Administrative and Professional Officer (APO) or Management and Professional Staff (Excluded) (MAPS) employee with a continuing appointment or Temporary Administrative and Professional Staff (TAPS) with rolling three-year appointments may apply for funding. The primary purpose of the fund is to enable employees to attend off-campus professional development events where there is a strong likelihood of expanding networks and increasing the visibility of the University.
Events that will be funded:
The CPD Fund typically supports conference or workshop registration fees or costs associated with formal networking meetings. Travel, meals and accommodation are also covered in accordance with the UAPPOL Travel and Expense Policy.

The following types of events are generally funded:

- Conferences, seminars or workshops of a fixed duration (i.e. a one-time event with a definite start and end date, usually shorter than one week in duration)
- Attendance at off-campus networking functions such as association or council meetings, forums on specific topics, or institutes

Events that will not be funded
The CPD Fund does not support on-campus events. Other avenues are available for this such as Professional Expense Allowance and Remission of Tuition.

Employees are responsible for registration in the event and are responsible for any costs associated with cancellation penalties.

The fund is administered on a first-come, first-served basis. Employees are eligible to apply for up to $500 funding per application period. Fund allocations are made to a specific individual and are NOT transferable. In the event that an individual is unable to attend the event approved and commitments such as airline tickets have already been made, the employee should notify Human Resource Services immediately to determine appropriate actions to be taken.

Section III: When to Apply for Funding

To maximize access to the fund, two application periods have been established. The first is from April 1 to August 31. Applications will be accepted beginning April 1. Any applications received before this date will be returned for re-submission. The second period runs from September 1 to March 31. Applications will be accepted beginning September 1. Any applications received before this date will be returned for re-submission.

The table below indicates the application and approval periods.

<table>
<thead>
<tr>
<th>Application</th>
<th>Duration</th>
<th>Fund Cap</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>April 1 – August 31</td>
<td>$18,000</td>
</tr>
<tr>
<td>Period 2</td>
<td>September 1 – March 31</td>
<td>$7,000</td>
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Section IV: Reimbursement Process and Cancellations

Reimbursement
Departments must process all travel & expense claims related to the CPDF applications using their department speed code. Immediately after the event, the approved employee submits an online travel & expense claim supported by pertinent receipts (registration, original ticket stub, accommodation, etc.), as well as a copy of the confirmation letter to their department.

The department then submits a copy of their ledger to Human Resource Services: CPDF, 2-60 University Terrace. A journal voucher allocating the funds to the appropriate speed code will be completed upon receipt.
Reminder: Employees may only receive a maximum of $500 from this fund per application period. Any expenses beyond this amount will be the responsibility of the employee or the department.

Cancellation of Events
Employees must notify their department and Human Resource Services if the approved professional development event has been cancelled, if the start date has been changed, or if the employee has withdrawn from the event.

Where an employee cancels approved professional development for personal reasons, the employee shall be fully responsible for all costs associated with the cancellation and the funds previously committed will be released to be reassigned. The employee must submit a new application to attend a different event.

Contact Information
For further information, visit www.hrs.ualberta.ca/cpdf, call 780-492-4350 or email cpdf@ualberta.ca