

# CPA EDUCATION FOUNDATION (CPAEF) REIMBURSEMENT FORM FOR BC HIGH SCHOOL TEACHERS AND COUNSELLORS

## INTRODUCTION TO THE FUNDING PROGRAM

The CPA Education Foundation (CPAEF) provides reimbursement of certain web-based learning offered through CPABC's Professional Development program. These webinars include sessions on Excel, pivot tables, or business intelligence, just to name a few. Visit the [CPABC Professional Development](#) website for a full listing of course offerings.

To fill this form electronically, open with Adobe Acrobat Reader and use the [Fill & Sign](#) tool.

To apply for reimbursement, complete this application form and submit a copy of your receipt of payment along with a letter of support from your high school principal. Reimbursement for sessions greater than \$200 (to a maximum of \$300) must be approved by the CPAEF in advance of registration. Applicants are limited to the extent of reimbursement they can receive each year at the sole discretion of the CPAEF.

This program is offered exclusively to BC high school teachers and counsellors who are part of the *CPABC Teacher Colleague* program. To find out more about the *Teacher Colleague* program, contact Larry Jung ([LJung@bccpa.ca](mailto:LJung@bccpa.ca))

## APPLICANT DETAILS

[ ] Check box if you are a part of the CPABC Teacher Colleague program. If not, please contact Larry Jung, at [LJung@bccpa.ca](mailto:LJung@bccpa.ca) before submitting this form.

<b>Applicant Name</b>	
<b>Applicant Role at School</b>	
<b>Applicant Mailing Address (BC only)</b>	
<b>Applicant Phone</b>	
<b>Applicant Email</b>	
<b>High School Name (BC only)</b>	
<b>School Address (BC only)</b>	
<b>Principal Name</b>	
<b>Principal Phone</b>	
<b>Principal Email</b>	

<b>Webinar Name &amp; Course Number</b>	
<b>Reimbursement Amount</b>	
<b>Reimbursement Recipient</b> (who should be reimbursed applicant or the school?)	

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**Provide a brief description of how this webinar will impact your teaching in the classroom:**

**Please attach the following:**

- Proof of registration/payment
- A brief letter of support from the Principal in your school
- For reimbursement amounts exceeding \$200 (to a maximum of \$300); a copy of your pre-approval email

**Submit to:**

<b>Mail</b>	<b>Email</b>
CPA Education Foundation of BC Attention: Megan Yarema Suite 800 – 555 West Hastings Street Vancouver, BC V6B 4N6	<a href="mailto:myarema@bccpa.ca">myarema@bccpa.ca</a>