



The Alberta  
Teachers' Association

**belairdirect.**



## APPLICATION

# Belairdirect Award for Learning and Leadership

If you have any questions or need assistance completing this application, contact the ATA's Professional Development program area at [pd@ata.ab.ca](mailto:pd@ata.ab.ca) or 1-800-232-7208.



# About the Award

---

Each year, Belairdirect generously provides \$2,500 to support one Alberta Teachers' Association (ATA) member to continue their **learning** (through formal coursework) **and leadership** (by sharing what they have learned with their colleagues). Recipients receive the award funds in a single payment once proof of registration has been provided to the ATA.

## ELIGIBILITY CRITERIA

You **are eligible** to apply for the Belairdirect Award for Learning and Leadership if you

- ✓ hold an Alberta permanent professional teaching certificate;
- ✓ have completed at least five years (or 700 days equivalent) of successful K–12 teaching in Alberta during which time you held the highest level of ATA membership possible;
- ✓ are an ATA member in good standing (ie, you have no ATA dues that are outstanding) and are at the highest possible level of ATA membership at the time of application;
- ✓ are able to demonstrate leadership in an area of passion or specialization related to teaching, learning or education (eg, advancing Truth and Reconciliation, promoting environmental education, authentic assessment, building inclusive school communities, etc);
- ✓ are registered in or planning to register for education or leadership coursework (either a single standalone course or a course that is part of a certificate, diploma or degree program) offered by a recognized public university in Canada; and
- ✓ intend to continue to contribute to K–12 public education in Alberta upon the completion of your program.

You are **not** eligible to apply if you

- ✗ have previously received a Belairdirect Award for Learning and Leadership.
- ✗ are also applying for the Nadene M Thomas Graduate Research Bursary or ATA Doctoral Fellowship in Education this year.

# Eligibility FAQs

## WHAT IS A “RECOGNIZED PUBLIC UNIVERSITY IN CANADA”?

For the purposes of determining award eligibility, the ATA will recognize

- the following Alberta-based universities that have either a long-standing relationship or memoranda of understanding with the ATA: Ambrose University, Concordia University of Edmonton, Mount Royal University, St Mary’s University, the King’s University, the University of Alberta, the University of Calgary and the University of Lethbridge;
- other Canadian postsecondary institutions that are listed as universities in the Government of Canada’s list of designated educational institutions. (“junior colleges”



and “private institutions” are not eligible). Click or scan the QR code to view the list.

## DOES “SUCCESSFUL K–12 TEACHING” INCLUDE MY WORK AS A SCHOOL LEADER?

Absolutely! For the purposes of this award, successful “teaching” includes leadership work at the school and division level.

## DO I NEED TO HOLD A LEADERSHIP POSITION TO BE ELIGIBLE FOR THIS AWARD?

The purpose of this award is to recognize and promote teacher-leadership in all its forms! You do not need to hold a formal leadership position in your school or division to apply.

## WHAT IS THE “HIGHEST LEVEL OF ATA MEMBERSHIP POSSIBLE”?

Teachers who are employed by public, separate and Francophone school divisions in Alberta are active members of the ATA, which is the highest level of membership possible.

All other teachers in the province (including those who are employed at schools operated by First Nations education authorities, the provincial government, and charter or private school societies); those who are retired, unemployed or engaged in full-time study; those who work in faculties of education in Alberta and in certain roles in Alberta’s education system are not eligible for active membership, but may purchase



associate membership in the ATA. Visit the ATA website, or click or scan the QR code for more information.

# Documents

If you are eligible to apply, your application package and all required documents must **be received by February 28, at 5 PM**. The ATA scholarship subcommittee will only review complete application packages that are received by the deadline.

## REQUIREMENTS

Your application package will be **accepted** if it includes

- ✓ the completed and signed application pages included at the back of this of this booklet; and
- ✓ two dated and signed letters of reference, each no longer than two pages in length, that attest to your exemplary K–12 teaching practice, demonstrated leadership in an area of passion or specialization, contributions to the ATA and to public education.

Les membres francophones de l'ATA sont invités à soumettre leurs dossiers de candidature et leurs lettres de recommandation en français!

Francophone members of the Association are welcome to submit application packages and letters of reference that are in French!

Your application package will be **rejected** if

- ✗ any or all of the required documents are received after the deadline;
- ✗ the application pages are not completed or are not signed;
- ✗ transcripts are not official copies;
- ✗ responses in the application booklet or letters of reference are handwritten;
- ✗ more than two letters of reference are provided, any letter is more than two pages in length or any letter is provided by a current or former member of ATA staff or a current member of the ATA's provincial executive council; or
- ✗ any additional unsolicited documents (such as your résumé, curriculum vitae or photographs) are included or if any website links are included in your application responses or letters of reference.



# Timeline

## February 8 at 5 PM

Application Deadline

## Early March

ATA staff will review all application packages to determine that eligibility requirements are met. Eligible application packages will be forwarded to the scholarship subcommittee.

## Early to mid-April

The scholarship subcommittee will adjudicate eligible application packages to identify up to one potential recipient and one alternate.

## Early to mid-May

The ATA's Provincial Executive Council will review the recommendations of the scholarship subcommittee and will approve the recipient and alternate.

## Late May to early June

ATA staff will contact all applicants to tell them if they were successful. Once proof of registration has been provided to the ATA, the award funds will be transferred to the recipient in one payment of \$2,500.

### WHAT HAPPENS IF I RECEIVE AN AWARD, BUT I'M NOT ABLE TO ACCEPT IT?

This award cannot be deferred. If a recipient becomes ineligible or is unable to accept the award, the alternate will be notified that they are a recipient.

### IF I RECEIVE AN AWARD, DO I HAVE TO REPORT IT WHEN I FILE MY TAXES?

Yes. Award income is taxable. The ATA will provide recipients with a T4A slip to report the payment of \$2,500 for the tax year when these funds were paid.



# How to Apply

The complete application package, including the application form on the following pages of this booklet, letters of reference, information about the course you intend to complete and proof of registration, can be submitted using the following methods.

## MAIL

TECC Scholarship Subcommittee  
Alberta Teachers' Association  
11010 142 Street NW  
Edmonton AB T5N 2R1

Registered mail is  
strongly recommended.

## EMAIL

[pd@ata.ab.ca](mailto:pd@ata.ab.ca)

## HAVE QUESTIONS?

Contact the ATA's Professional  
Development program area at  
[pd@ata.ab.ca](mailto:pd@ata.ab.ca) or 1-800-232-7208.



# Contact, Membership and Employment

The information you provide on this page will be used to verify that you meet the eligibility criteria for this award. Personal information (including your name, age and contact information) will be redacted and will not be shared with the scholarship subcommittee.

## IDENTIFICATION

First Name	
Last Name	
Pronouns	Date of Birth YYYY/MM/DD

## CONTACT INFORMATION

Home Mailing Address	
City/Town	Province
Postal Code	Home/Mobile Phone #
Email	

## CERTIFICATION

Alberta Teaching Certificate #		
Certificate Type		
<input type="radio"/> Permanent Professional	<input type="radio"/> Interim Professional	<input type="radio"/> Letter of Authority

MEMBERSHIP AND EMPLOYMENT

Current Level of ATA Membership

☐ Active

☐ Associate

☐ Life

☐ None

Current ATA Local  
(if applicable)

Current Employment Status

☐ Full or part time

☐ Substitute

☐ On Leave

☐ Retired

☐ Other

If "other", please specify:

Current School Division  
(if applicable)

TEACHING AND SCHOOL LEADERSHIP EXPERIENCE

Position	School Division In reverse chronological order with your current or most recent employer at the top	Location City/town and province, or country if not in Canada	Employment Period YYYY MM–YYYY MM

If you have additional teaching experience that can't fit in the table above, provide the relevant information here. (50 words maximum)

word count:



# Course Information

## INSTITUTION

Name of Institution	
Faculty/ Department	
City/Town	Province

## COURSE AND PROGRAM

Course Name	
Course Start Date (YYYY MM)	Course End Date (YYYY MM)
<p>Is this course part of a certificate, diploma or degree program?</p> <p><input type="radio"/> no    <input type="radio"/> yes, it is for a certificate    <input type="radio"/> yes, it is for a diploma    <input type="radio"/> yes, it is for a degree</p> <p>If "yes", please name the program you are working towards: _____</p>	

## COURSEWORK

Provide a brief description of your coursework and how it will help enhance your professional capacity in the your area of leadership passion or specialization. *Please be as specific as possible (eg, What do you hope to learn? How do you hope to apply this in your work?)* (150 words maximum)

word count:

Briefly describe how you plan to share what you have learned through your coursework to contribute to the professional practice of other teachers. *Please be as specific as possible (eg, How can your learning have the most impact with the most teachers?)* (100 words maximum)

word count:

Following the completion of your coursework, how do you plan to continue to contribute to K–12 public education in Alberta? (100 words maximum)

word count:

# Exemplary K–12 Teaching and School Leadership

## EXCELLENCE RELATED TO YOUR WORK AS A TEACHER OR SCHOOL LEADER

How have you demonstrated exemplary K–12 teaching and school leadership during your career? Provide a bulleted list of specific examples that highlight how you have demonstrated excellence in one or more areas of the [Teaching Quality Standard \(TQS\)](#) and/or [Leadership Quality Standard \(LQS\)](#) and leadership in an area of passion or specialization related to teaching, learning or education (eg, advancing Truth and Reconciliation, promoting environmental education, authentic assessment, building inclusive school communities, etc)? *Please be concise and specific – What sets your work apart?*

Responses to this question should be based on your day-to-day teaching and leadership position(s). Activities, initiatives or accomplishments that go beyond your classroom and school duties should be reported in the “Contributions to Public Education” section on page 15.

(300 words maximum)

word count:

AWARDS AND NOMINATIONS

List any awards or nominations you have received in recognition of your exemplary K–12 teaching or school leadership.

Award or Nomination	Issuing Organization	Year (YYYY)

If you have additional awards or nominations related to your teaching or school leadership that can't fit in the table above, or if you'd like to share a brief description about any of the awards you have listed, provide the relevant information here. (50 words maximum)

word count:

# Contributions to the Association

## ELECTED AND APPOINTED POSITIONS

List any elected or appointed positions you have held in ATA subgroups (ie, ATA locals, convention associations, specialist councils and bargaining units) or in the provincial ATA (eg, Association instructors, Association administrator instructors, PD facilitators, Indigenous Education PD facilitators).

This table should be used to report elected and appointed leadership positions. General membership on provincial ATA or subgroup committees should be reported in the "Committee Appointments and Representation" section on page 14.

Position/Role	Provincial ATA or ATA Subgroup	Period (YYYY–YYYY)	Commitment (# of hours per year)

If you have additional ATA elected or appointed positions that can't fit in the table above, or if you'd like to briefly explain the responsibilities of any of the positions you have listed, provide the relevant information here.  
(50 words maximum)

word count:

COMMITTEE APPOINTMENTS AND REPRESENTATION

List any committees you sit on at the ATA provincial or local level as well as any external organization or government committees where you represent the ATA and its members.

This table should be used to report membership on ATA and external committees. If you are the chair or hold any formal leadership responsibilities on the committee, please report this information in the "Elected and Appointed Positions" section on page 13.

Committee	Provincial ATA, ATA Local, External Organization or Government Ministry	Period (YYYY-YYYY)	Commitment (# of hours per year)

If there are additional ATA committees or external/government committees that can't fit in the table above, or if you'd like to briefly explain the work of any of the committees you have listed, provide the relevant information here. (50 words maximum)

word count:



# Contributions to Public Education

## EXCELLENCE RELATED TO PUBLIC AND PROFESSIONAL SERVICE

Aside from your work as a teacher or school leader, how have you contributed to public education in Alberta? Provide a bulleted list of specific examples that highlight your positive impact in one or more of the following areas:

- contributing to the professional development of other teachers and school leaders through presentations at conferences, teachers' conventions, workshops and webinars;
- mentoring new teachers and school leaders or supervising education students during their practicum experiences;
- instructing undergraduate and graduate courses in education or contributing to educational research efforts;
- sharing insights about teaching, learning and leadership through publications, blogs, vlogs or podcasts; or
- volunteering with organizations or community groups that are focused on education-related topics or issues.

*Please be concise and specific – How do you contribute to the education system and teaching profession?*

Responses to this question should be based on contributions beyond those related to your assigned teaching or school leadership position(s). Activities, initiatives or accomplishments related to your classroom and school duties should be reported in the "Exemplary K-12 Teaching and School Leadership" section on page 11.

(300 words maximum)

word count:

# Reference Letters and Use of Generative AI

Two dated and signed letters of reference are required to support your application. Please list your referees here.

Current and former members of ATA staff and current members of the ATA's Provincial Executive Council may not serve as referees.

## REFEREE 1

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

## REFEREE 2

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

## USE OF GENERATIVE AI

The ATA scholarship subcommittee does not take issue with the use of generative artificial intelligence (AI) tools to help draft, review, or revise application materials, provided these tools are used professionally, their use is disclosed and the final submission is accurate and authentic.

How have you used generative AI tools to draft, review or revise your application? (50 words maximum)

word count:

# Checklist and Declaration

## SUBMISSION CHECKLIST

You are ready to submit your application package if you have

- ☐ completed all of the required pages in this application booklet and signed the declaration below,
- ☐ checked that your coursework is offered by a recognized public university in Canada (refer to the FAQ boxes on page 3 for more information);
- ☐ gathered two letters of reference that
  - are dated and signed;
  - are no longer than two pages in length each; and
  - specifically address your exemplary K–12 teaching practice and your contributions to the ATA and to public education.

## ERROR\_OUTLINE

**Please review your entries!**

The text boxes on this form have strict character limits. Please double-check that none of your answers have been truncated. If any text has been cut off, please adjust your answer to fit within the space provided.

## DECLARATION

By signing or typing your name below, you declare that

1. all the information provided in your application and supporting documents is truthful and accurate;
2. you have not been found guilty of unprofessional conduct or professional incompetence nor have you engaged in any activities that, if made public, could possibly tarnish the reputation of the Alberta Teachers' Association, Belairdirect and/or the Belairdirect Award for Learning and Leadership; and
3. you understand that making any false representations could result in the disqualification of your application, the revocation of award funds and ineligibility for future ATA awards.

Signature  
or typed  
name

Date

*The Alberta Teachers' Association requires the information contained in the application forms in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to the privacy policy on the Alberta Teachers' Association website or call 1-800-232-7208 and ask to speak to our privacy officer.*

## **End of Application Form**

The following page is for Alberta Teachers' Association staff use only.  
Please include it with your application forms.

**FOR ATA STAFF USE ONLY**

## **Belairdirect Award for Learning and Leadership Applicant Intake**

Applicant's Name in the Membership Database:

Association Local in the Membership Database:

### **ELIGIBILITY AND DOCUMENT RECEIPT**

- ☐ Member holds an Alberta permanent professional teaching certificate?
- ☐ Member is currently at the highest level of Association membership possible?
- ☐ Member is in good standing (ie, has no outstanding dues)?
- ☐ Member has five years (or 700 days equivalent) of K–12 teaching experience in Alberta?
- ☐ During the most recent five-year (or 700 day) period, member was at the highest level of membership possible?
- ☐ Member has not received the Belairdirect Award previously?
- ☐ Member is not concurrently applying for other Association fellowships or bursaries?
- ☐ Coursework is at an eligible public postsecondary institution in Canada?
- ☐ Coursework is related to education or leadership?
- ☐ Member has provided documentary proof that they are currently registered in their coursework (eg, admission letter, course verification letter, transcript showing course completed or underway)?
- ☐ Two letters of reference have been provided that are dated and signed, are no longer than two pages in length each, and are not written by current or former members of ATA staff or current member of Provincial Executive Council?

Notes

Initials of Reviewer

Date

