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Step 1: Required Information

Educator Information

Date Submitted _____ First & Last Name _____
Email _____ Phone # _____

Early Learning and Child Care Program Information

Program Name _____
Program ID _____ Email _____
Address _____
Program Administrator _____ Phone _____

Step 2: Hour Log

LEARNING SERIES	DATES ON CERTIFICATES	GROUP NUMBER	TOTAL HOURS
Leading Through a Pedagogical Lens (LTPL)	SEE CERTIFICATE OF COMPLETION FOR YOUR DATES	GET YOUR GROUP # FROM YOU FACILITATOR OR MODERATOR	SEE CERTIFICATE OF COMPLETION FOR YOUR DATES

If you have completed all 36 hours of the LTPL learning series, the following RTF totals will be provided to the program listed on this form. The program will allocate the breakdown of funds below to the educator.

Educator Portion (17.50/hr) = \$630⁰⁰

Employer Portion (1.33/hr) = \$47⁸⁸

Step 3: Required Forms

Programs must send an Electronic Funds Transfer form and a Release Time Funding forms to finance@arcqe.ca in order to successfully receive RTF funds. **Check which box applies to you.**

- *My program has previously submitted an EFT form My program administrator will send an EFT form
- I am now attaching my program's EFT form

**Provide your bank account holder name*

Step 4: Verification

Educator

Signature _____

Printed Name _____

Program Director

Signature _____

Printed Name _____

All programs must retain a copy of RTF & EFT forms for auditing purposes. We ask that you apply for your RTF within 30 days of receiving your certificate. After 30 days ARCQE cannot guarantee funding will be available.