

STA Professional Development Book Ordering System

Teachers, including those on a leave, can place an order **once per semester up to a total of \$150 per school year.**

- **Semester One:** November 1st to January 31st
- **Semester Two:** February 1st to May 15th

TTOCs who have **worked at least 2 days in the previous pay period** are also eligible for up to **\$150 in Pro-D books.**

What Books are Available?

For a searchable list of the complete list of STA-approved books, [please check this list](#) which includes out of print and unavailable titles not listed on this website (please note French titles are included on this list in a separate tab).

- ★ New titles will be added to this database on an ongoing basis.

What if I Don't See the Pro-D Book I'm Looking for?

To suggest a title for consideration that is not included in the current list, please [CLICK HERE](#). *(After the title has been adjudicated by the Pro-D Committee, you will hear back from the STA Office.)*

How to Order my Book(s)?

To request books using your Pro-D Funds please follow ALL of these instructions carefully:

1. Create a Munro's account using your SD62 email or sign-in to your existing SD62 email-linked account.
2. During the registration process please add your **worksite** in the address field (*all books will be couriered to your worksite unless you are a TTOC*). If you have switched schools, and already have an account, please be sure to update your worksite information.
3. Add books from the STA Section of the website to your cart, keeping in mind that any applicable discounts will be deducted later.
4. Please do **not add personal books** that are not from these lists to this order.
5. When you have finished selecting your book(s), select **Request a Quote** at the bottom of the Order Summary box.
6. **In the comment section of your order please include the following:**
 - Bill to STA,
 - Your current **worksite**,
 - **And if you are a *TTOC or Non-Headcount Teacher* (awarded contract after October 21, 2022) please add this reference in the comments section.**
7. If your total exceeds the amount allocated to you by the STA, Munro's can bill your personal credit card for the outstanding balance; please enter it during the checkout process.
8. Book ordering will close for winter break on December 9th, 2022. Books ordered after December 1st will not be forwarded to your worksite until January 2023.