

**SOUTH SHORE REGIONAL CENTRE FOR EDUCATION  
NSGEU PROFESSIONAL DEVELOPMENT FUND APPLICATION FORM**

**Date PD Application Received:** \_\_\_\_\_  
(by NSGEU Local 70 PD Committee, Attn: Wanda Zinck or Bev  
Waddell) **REVISED January 2019**

Employee's Name: \_\_\_\_\_ Employee Vendor# \_\_\_\_\_  
(See Janet Corkum)

Employee Address: \_\_\_\_\_

School/Worksite: \_\_\_\_\_

Employee Classification: \_\_\_\_\_

Type of Training and Development: \_\_\_\_\_ Workshop \_\_\_\_\_ Seminar \_\_\_\_\_ Conference \_\_\_\_\_ Course

Duration of Training: #of \_\_\_\_\_ Days, \_\_\_\_\_ Weeks, \_\_\_\_\_ Months

Does this application require a substitute to fill in for you? YES \_\_\_\_\_ NO \_\_\_\_\_

Brief Description (including relevance to position): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional information if necessary.)

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

**ESTIMATED EXPENSES (NOTE: Reimbursement will not exceed \$500 (unless conditions of article 22a, section 8 are met) RECEIPTS MUST BE PROVIDED**

**APPROVAL**

**Registration** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Metrage (at \$.4415/km)** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Accommodation** \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(Max \$150/night, including tax)

**Meals (Max \$40/day)** \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(\$10.00 breakfast, \$15.00 lunch, \$20.00 dinner)

**TOTAL EXPECTED EXPENSES \$** \_\_\_\_\_ **\$** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**IMMEDIATE SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Recommended for Approval: (If no, please provide rationale)	Yes _____	No _____
_____		
Amount of PD Grant Approved:	\$ _____	
Amount of PD Grant Approved (as per <u>article 22a, section 8</u> )	\$ _____	
Signed: _____	Date: _____	
Chairperson/NSGEU Professional Development Committee		

\*Please submit completed application form to: NSGEU Local 70 PD committee, Attn: Wanda Zinck or Bev Waddell. Fax # 541-3051 or email [wzinck@ssrce.ca](mailto:wzinck@ssrce.ca) or [bwaddell@ssrce.ca](mailto:bwaddell@ssrce.ca)

**NSGEU LOCAL 70 PROFESSIONAL DEVELOPMENT FUND**

22.1 (a) The Employer shall provide the sum of five thousand (\$5,000) in each year of the Agreement for Employees taking employment related courses commenced and successfully completed. A financial statement will be forwarded to the Local President(s) at the end of the fiscal year, by July 31.

(b) Guidelines and administration relating to this Article shall be as developed by the Joint Consultation Committee.

1. Applications for approval may be made for workshops, seminars, courses and conferences which:
  - are a credit towards a certificate or upgrading; or
  - are employment related but not courses required to perform the job.
2. Applications must be submitted on the PD Application form at least thirty (30) days in advance of the Professional Development activity to the PD Committee, Attention: Wanda Zinck, Bev Waddell
3. Applications will be approved on a first come, first served basis.
4. The Professional Development Committee must approve the application prior to any payment being made.
5. Employees must apply and receive approval prior to their attendance at any workshop, seminar, course or conference.
6. Workshop/seminar/course/conference expenses include registration, tuition and other approved fees, kilometrage, accommodations and meals where applicable. Please note that mileage is only paid for distances in excess of your normal driving distance to and from your base school/office.
7. Accommodations may be paid up to a maximum of \$150.00/night, \$45.00/day for meals and kilometrage at the current Board rate of \$0.4415/km. Receipts must be supplied for all registration, meals and accommodations.
8. *8a.* Grant awards will be capped at a maximum of \$500.00 per employee per year. (see 8b)  
*8b.* However, applications for any amount over \$500.00 will be held until the end of the fiscal year, March 31. At that time, the balance of the approved PD grant application may pay any amounts outstanding Up to a maximum of \$1000.00, prorated if there is enough money to cover all outstanding applications.
9. Within sixty (60) days of completion of initiative, participants must submit verification of successful completion, with receipts attached to: Wanda Zinck or Bev Waddell, NSGEU Local 70 PD Committee. If for some reason you did not complete your approved initiative, funds must be returned to the professional development account.