

Frequently Asked Questions

Contact Information

Who do I contact if I have a question?

The members of the Article 60 committee (including the co-chairs) only see application forms and expense claim forms on the day of the meeting. General inquiries may be submitted by email at nstupdcomm@ssrce.ca. Inquiries of a time-sensitive nature should be directed to the co-chairs.

SSRCE Priorities

What are the Regional Centre's professional development priorities for this school year?

The Regional Centre's priorities are: Literacy: Workshop Model – Teach, practice, share/reflect, learning targets, identify read (need) levels with intentional interventions; Numeracy: 3 part lesson, yearly plan, multiple ways of representing learning and Well-being: CRP, SEL, MTSS, safe & inclusive system.

PD Course Grants

Can I claim courses on my income tax return?

The Article 60 committee is unable to provide information or advice regarding income tax law, policy or procedure. Please contact an income tax professional or Canada Revenue Agency with any questions you may have about your personal tax return.

What is the process for getting confirmation of reimbursement for income tax?

Teachers can track reimbursement on their bank statement as a result of direct deposits in March and November of each year. Teachers are asked to request an official statement from the SSRCE Finance Department for tax purposes.

What might cause my expense claim for reimbursement to be delayed?

If your expense claim is incomplete (ie. vendor number not included, approval letter missing, or expense claim not signed), your expense claim can not be processed by the committee to be forwarded to finance. Only completed expense claims can be forwarded. *Please note, the committee can only submit expense claims with the full package from Article 60 after the meeting has occurred.

Expense Claim

How do I find my vendor number?

You can find your vendor number by using the Employee Expense Claim found on the SSRCE website, under Staff - Forms and Documents by the Department - Finance - Employee Expense

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Claim Form. It is suggested that you record this number somewhere easily accessible for future reference.

Can I get reimbursed for recertification? For example: Canoe Instructor, Outdoor First Aid or Non-Violent Crisis Intervention (NVCI)

It is not the NSTU Article 60 Committee's mandate to provide reimbursement for recertification. Applications will be considered based on current Conference Grants Within/Outside the Maritime Provinces guidelines.

What happens if I am missing a receipt or something needed for my expense claim can I still submit?

Based on guidelines, you have 60 days after conference completion to submit your expense claim. Only submit an incomplete expense claim if you don't receive all needed documentation (ie. a receipt or hotel bill) within 60 days of the conference completion, as required by the guidelines. Please note the NSTU-sanctioned Professional Association Conference and PSAANS Conference are exempt as they have their own Expense Claim Deadline date.

How do I submit a receipt when I paid online with a credit card?

Receipts, stating the expensed item, the amount, and your name are required. If the online receipt does not state this information, then you may need to contact the organization to receive a personal official receipt.

How do we claim lodging if I share a room?

Either the costs can be split (receipt must show the names of each claimant) or the individual paying for the room may claim the cost of the room (up to the maximum claimable amount)

What if someone else pays for my registration or flight? The name of the claimant must be on all receipts submitted for reimbursement.

What is the deadline for submitting my expense claim?

For the NSTU Provincial Association Conference Day and PD Course Grants you must consult the deadline dates for claims in the guidelines posted on the SSRCE website. For conference grant; and teacher initiated PD, you must complete a current Expense Claim Form and submit it, with all original itemized receipts, to the Article 60 Committee within 60 days of the end of the conference. Expense claims are reviewed at the Article 60 Committee's regular meetings and then submitted to the finance department.

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Applications

How do I submit an application?

Completed applications **MUST** be received by the posted application deadline. They can be submitted at the Regional Office (in-person), emailed to nstupdcomm@ssrce.ca, or sent through interoffice mail (although this is not recommended due to varying delivery times).

May I attend a conference PRIOR to receiving my approval letter?

Unfortunately not. It is the Committee's recommendation to always apply well in advance of the event's date.

I have been approved to attend a conference but for various reasons, I am no longer able to attend. I will let the Committee know that I will not be attending. Will I need to re-apply to attend the conference?

Members who do not attend a previously approved leave or conference will need to inform the Committee that they will not be attending. If they are requesting to reschedule within the current school year, then the member will need to reach out to Committee Co-chairs to confirm that the newly proposed dates are feasible. If they are requesting to attend in a future school year, then members will need to re-apply for approval to attend on the later date.

Eligibility

For Active Teachers with the Board

Applicants are to refer to the guidelines for each type of conference or grant in order to determine their eligibility. Long-Term Substitutes (as per Article 32.03 of the TPA) may apply for October Conference Grants only, provided they have Long-Term Substitute status on October Provincial Conference Day.

For Active Teachers on Leave with the Board

Type of Leave	Conference Grant	PD (Courses) Grant	Educational Leave
Pregnancy	Eligible	Eligible	Not Eligible
Parental/Adoption	Eligible when receiving parental allowance. Not Eligible when not receiving parental allowance	Eligible when receiving parental allowance. Not Eligible when not receiving parental allowance	Not Eligible
Deferred Salary	Eligible	Eligible	Not Eligible
Compassionate Care Leave	Not Eligible	Not Eligible	Not Eligible

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Injury on Duty	Eligible if preapproved by Director of Human Resources or designate.	Eligible if preapproved by Director of Human Resources or designate.	Not Eligible
Unpaid Leave of Absence	Not Eligible	Not Eligible	Not Eligible
Educational Leave	Eligible	Not Eligible	N/A

I'm on secondment. Do I get reimbursement through Article 60?

In regards to Seconded Employees: Professional Development is usually negotiated within the terms of the Secondment Contract. As part of the process of accepting a secondment, members are encouraged to explicitly discuss those Professional Development terms and conditions for while on leave from SSRCE.

How much money am I eligible for conference grants?

Members have a rolling balance of \$3500 for conference grants every two years. It is important that each member track their own conference expenditures and timelines.

Miscellaneous

What is a sanctioned NSTU/PSAANS conference?

An NSTU/PSAANS sanctioned conference is a conference led by a NSTU professional association or PSAANS.

What do I do if the NSTU Professional Association Conference that I want to attend is more than one day?

If your NSTU sanctioned conference is more than one day (Friday) then you must apply for pre-approval through the NSTU Conference Grant application process for the additional day and incurring expenses.

What does '10 work days' mean?

Work days are any day that you would normally be required to report to work, whether a substitute is required or not.

What happens if I am not sure if the PD I want to take is a course or a conference?

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Apply for course consideration well in advance of the PD. The committee will review the application, determine if it meets the criteria for the course, conference, or neither. You will receive communication and then apply using the appropriate forms, guidelines, and deadlines.

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