South Shore Regional Centre for Education

Nova Scotia Teachers Union

Contact Information

Committee Administrative Assistant
nstupdcomm@SSRCE.ca

Proposed Budget 2026-2027

Category	**Budget**
Educational Leave of up to and including one year (salary, benefits & substitute costs) (replacement costs)	120 000
Conference Grants Within & Outside the Maritimes & October Day (conference expenses & substitute costs)	300 000
Professional Development Grants	159 864
Teacher and/or School Initiated In-Service Education	5 000
Authorized administrative expenses pursuant to Article 60.13	11 936
Total Amount Allocated	$596 800

2026-2027 Committee Members

Member Name	**Role**
Sarah Hillier	Lunenburg County Local NSTU
Christine Redmond	Lunenburg County Local NSTU
Laura Fryday	Queens County Local NSTU
Gerry Faber	Queens County Local NSTU
TBA	SSRCE
Shawn Feener	SSRCE
TBA	SSRCE
Beth Woodford-Collins	Committee Co-Chair - SSRCE

The committee meets on a monthly basis throughout the school year (with the exception of December and May) and on an "as-needed" basis during the summer months.

Note: Members of the PD fund committee only see application forms and expense claims on the day of the meeting. All inquiries regarding the status of an application or expense claim should be directly sent to nstupdcomm@SSRCE.ca. Please use current forms on the website to ensure current allowable expenses. Expenses claims are based on the SSRCE Staff Travel and Expense, Policy 520.

NSTU/SSRCE
Professional Development Fund Guidelines
2026-2027 School Year

It is the responsibility of the applicant to ensure the most up-to-date guidelines are followed.

Applicants are responsible for ensuring their application and expense claims, with supporting documentation in their name, are properly submitted to the Regional Office prior to the deadline noted on the website. All applications received at the Regional Centre are date stamped on the day received. Late applications will not be given consideration.

Applicants are reminded to drop off at Regional Office or email applications to nstupdcomm@SSRCE.ca. Interoffice mail is not recommended to submit time sensitive documents.

All expense claims and receipts **must** be **original** documents. Expense claims, with approval letter and receipts attached, are to be dropped off at or mailed to Regional Office (fax and email are not accepted for expense claims).

Applicants must use a work-related email address for all communications.

Current Guidelines, **Deadlines** and **Application Forms** are available on the SSRCE webpage (http://www.ssrce.ca). Navigation: At the SSRCE webpage, click on For Staff and then click on NSTU Professional Development. The most up-to-date forms and guidelines are found at NSTU Article 60 Forms and Guidelines; and to see deadlines and meeting dates, simply scroll down the page.

These professional development opportunities are guided by Article 60 of the Teachers' Provincial Agreement. Expenses are normally funded from the fiscal year (April 1st to March 31st) in which the event occurs. As per the agreement, all leaves **must** be approved by the Regional Executive Director, Director of Human Resources, or Director of Programs & Student Services prior to being considered by the PD Committee for funding.

Reimbursement through the PD Fund for tuition is **NOT** included on the T4 issued by the SSRCE. Teachers are responsible for tracking and claiming amounts for income tax purposes.

South Shore Regional Centre for Education

Nova Scotia Teachers Union

Table of Contents

Meeting Dates 2026-2027 4
Conference Grants (Within, Online, Outside the Maritime Provinces) 5
Conference Grants (NSTU Professional Association Conferences) 6
Teacher Initiated In-service Education 7
Educational Leaves 8
Educational Leaves of One Year (Article 60.14 TPA) 8
Educational Leaves of Less Than One Year 9
Professional Development Course Grants 10

South Shore Regional Centre for Education

Nova Scotia Teachers Union

Meeting Dates 2026-2027

The meeting dates and application deadlines for the 2026-2027 year are as follows:

2026

APPLICATION DEADLINES	Documents Due	Meeting Date
Thursday, July 30, 2026	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, August 6, 2026
Thursday, September 3, 2026	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, September 10, 2026
Thursday, September 17, 2026	**Course Grant Applications**	Thursday, October 15, 2026
Thursday, October 8, 2026	Eligible conferences, leaves less than 1 year, teacher initiated PD	
Monday, November 2, 2026	**NSTU Conference Grant Deadline**	Thursday, November 12, 2026
Thursday, November 5, 2026	Eligible conferences, leaves less than 1 year, teacher initiated PD	
PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN DECEMBER		

2027

APPLICATION DEADLINES	Documents Due	Meeting Date
Thursday, January 7, 2027	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, January 14, 2027 (Storm Date: Thurs, Jan 21, 2027)
Thursday, February 11, 2027	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, February 18, 2027 (Storm Date: Thurs, Feb 25, 2027)
Thursday, February 11, 2027	**Applications for Educational Leave of One Year**	
Thursday, March 4, 2027	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, March 18, 2027 (Storm Date: Fri, March 19, 2027)
Thursday, April 8, 2027	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, April 15, 2027
Thursday, April 8, 2027	**Applications for Educational Leave of 60-77 Days**	
PLEASE NOTE: THE PD COMMITTEE WILL NOT BE MEETING IN MAY		
Thursday, May 27, 2027	Eligible conferences, leaves less than 1 year, teacher initiated PD	Thursday, June 3, 2027
Thursday, July 29, 2027	Eligible conferences, leaves less than 1 year, teacher initiated PD	TBD

South Shore Regional Centre for Education

Nova Scotia Teachers Union

Conference Grants (Within, Online, and Outside the Maritime Provinces)

Includes conferences, workshops, seminars/webinars, institutes, ELCNS or similar modules, or clinics.

Eligibility
- Permanent, probationary, or term contract teacher with the SSRCE at the time of application and the beginning and ending dates of the event.
- Professional learning shall be related to the work the teacher is responsible for or may reasonably be expected to be responsible for in the future.
- All proposed PD shall be related to and aligned with the Inclusive Education Policy and Public School Programs.
- Candidates who are awarded Conference Grants may be asked by leadership to share course content and key learning in a leadership capacity within the RCE.

Application Procedure
- Submit completed Conference Grant Application Form available on the Regional Centre's website.
- Include a clear and detailed Letter of Intent with the application form, which includes the following:
    - proposed dates of the conference,
    - outline the relation to current or anticipated teaching assignment, and
    - connection to RCE priorities and goals.

Expenses (maximum allowance of $3500.00 CAD every two school years)
Conference Grant Expense Claim Form
- Conference registration (excluding membership fee)
- Travel by own car at the current rate paid by the RCE. If travel occurs on a work day mileage claimed is the difference from work to conference location/airport. If travel occurs on a non-work day, mileage can be claimed from home to conference location/airport.
- Transportation tolls (if above $15 CAD, provide receipt)
- Airfare and other transportation (i.e. taxi, uber, etc)
- Baggage fees for the **first bag** charged by carrier
- Lodging, to a maximum of $200.00 CAD per night when the conference is more than 100 km from the teacher's residence.
- Parking fees to a maximum of $35.00 CAD per day.
- Meals at the current rate paid by the RCE, if not included in the registration fee.
- Receipts are **required** for all expenses, other than meals and kms.
- All receipts **must** be in the name of the participating teacher.
- A copy of the approval letter **must** be included with the expense claim.
- Expenses **must** be submitted within 60 days of completion of the conference.

* *Any expenses in international currency will be calculated using the Bank of Canada rate on the date incurred.*
- Maximum allowance of ten (10) work days (every two years), under this grant.
- Substitute cost is not included in the $3500 CAD maximum allowance.

Reimbursement is subject to prorating.

South Shore Regional Centre for Education

Nova Scotia Teachers Union

Conference Grants (NSTU Professional Association Conferences)

To allow a teacher to attend an NSTU/PSAANS sanctioned Professional Association Conference on NSTU Conference Day October 23rd, 2026.

Eligibility

- Permanent, probationary, or term contract teacher with the SSRCE
- Substitute teachers classified as regular teachers pursuant to Article 32.03 of the Teachers' Provincial Agreement
- PSAANS and NSTU sanctioned professional association conferences only

Application Procedure

- No advance application (pre-approval) required to attend a sanctioned NSTU/PSAANS Conference Day.
- Any other conferences attended on this conference day **must** have prior approval under the NSTU Conference Grants Application and Guidelines.
- If the NSTU/PSSANS professional conference extends past Conference Day, pre-approval **must** be granted for the additional day through the application process.

Expenses (Expense Claim for NSTU/PSSANS Professional Association Conferences)

- Conference registration only the official receipt issued by the professional association obtained at the conference is acceptable
- Please note this expense claim form is for **NSTU/PSAANS sanctioned conferences *only***.
    - If pre-approval was granted for a non-sanctioned conference you must use the Conference Grant Expense Claim Form.
    - If pre-approval was granted for the second day of a NSTU sanctioned conference you must use the Conference Grant Expense Claim Form for the second day. .
- Travel by car to the conference site is limited to kilometers in excess of the round trip distance between the teacher's residence and the teacher's home school (no receipt required)
- Meals at the current rate paid by the RCE, if not included in the registration fee or hotel booking (no receipt required).
    - You can claim breakfast if:
        - You travel prior to 6:30 a.m. from your residence to the conference location or,
        - You have hotel accommodation and breakfast is not included.
    - You can claim lunch if not included in the registration fee.
    - You can claim dinner if:
        - You traveled to a hotel the night prior to the conference or,
        - You are eligible for a hotel for more than one night or,
        - If your conference end time plus travel time extends beyond 5:30 p.m.
- Lodging, to a maximum of $200 per night
    - 1 night (Thursday) when the conference is more than 100 km from the teacher's residence
    - 2 nights (Thursday & Friday) when the conference is more than 300 km from the teacher's residence
- Parking fees to a maximum of $35 per day (receipts required)
- Receipts for the conference **must** be in the name of the participating teacher.

Completed expense claims must be received at Regional Office by 4:30 p.m. on the date posted on the Regional Centre's website under NSTU PD.

- **LATE CLAIMS WILL NOT BE ACCEPTED.**

Note: In case of illness, please contact your school administrator and the professional association for reimbursement.
Reimbursement is subject to prorating.

Teacher or School Initiated In-service Education

For a teacher, group of teachers, or school to plan and initiate PD to address common areas of need for teachers within the SSRCE.

Eligibility
- Permanent, probationary, or term contract teachers; PSAANS members with the SSRCE.

Application Procedure
- **Teacher or School Initiated In-services must take place/be held during school hours**.
- Complete the In-Service Grant Application Form available on the Regional Centre's website.
  - Include a clear and detailed outline of the proposal with the application form, which include the following:
    - proposed date(s) of the in-service
    - financial breakdown of proposed in-service
    - list of participants
    - connection to RCE priorities and goals

Expenses
- Maximum funding of $1500 per in-service.
- Expenses for the external presenter (honorarium, travel, lodging, meals). Please note that SSRCE employees would not be eligible to receive presenter costs.
- Nutrition breaks
- Cost of substitute teacher(s) for the initiator(s) to organize/attend the in-service. Please note NSTU/PSAANS employees **must** apply through Article 60 Educational leave of less than one year to attend. Maximum of 3 organizers per in-service.
- Substitute teachers who have been classified as regular teachers pursuant to Article 32.03 of the Teachers' Provincial Agreement are eligible to attend with pre-approval from the Article 60 PD committee by applying using the Educational Leave of Less Than One Year application form
- Facilities expenses (within the boundaries of the SSRCE)
- Lunch, dinner, and travel are not covered for participants
- A copy of the approval letter is to be included with the expense claim

Expenses **must** be submitted within 60 days of completion of the in-service with pre-approval letter attached as well as receipts in claimant's name.

Reimbursement is subject to prorating.

Educational Leaves

Educational Leaves of One Year (Article 60.14 TPA)

To provide teachers the opportunity for a paid leave of absence for one year for study purposes that are in accordance with the regional centre's program priorities. This may include long-term professional development, research, and study.

Eligibility for One Year Leave

- **A teacher is eligible for an Educational Leave of One Year once every five (5) years.**
- Any teacher with a permanent contract.
- Preference is given to applicants with three (3) or more permanent years of SSRCE teaching experience.
- Return to the SSRCE following the leave and remain in the employ of the SSRCE for at least two school years. A 30 minute presentation may be requested by the Article 60 PD Committee / RCE upon completion of the program of study.
- Where a teacher is unable to continue to fulfill the approved educational leave, the teacher **must** inform the Committee as soon as possible and provide the reasons to the Committee pursuant to Article 60.23A of the TPA.
- Preference will be given to applicants who
    - have not previously received a study grant from the committee
    - are required to be 'on site' for study or can not complete the study on a part time basis
    - are enrolled in a full time course load, if attending a postsecondary institution

Expenses

- Cost of the replacement teacher, including salary and benefits. **Note:** A teacher on Educational Leave is not eligible for Professional Development Course Grants.

Application Deadlines

Leaves of One Year – Please see the updated application deadlines on the SSRCE website.

Application Procedure

- Applicants **must** include a detailed outline of the proposal that includes:
    - Purpose of the leave
    - Description of the program of study
    - Relationship to the teaching position
    - Impact on the learning community
    - Link to SSRCE priority found in the FAQ document
    - Relevant professional contributions and experience
    - Deadlines/timelines, registration, acceptance (if applicable)

Approval / Denial of Application Consideration by RCE

- Denial of an application for consideration is completed by the RED, or designate, and reasons will be provided to the member in writing before March 15th.

Review Process

- Presentations with shortlisted applicants (assessed using the *Educational Leave Scoring Scale* found on the Regional Centre's website).

Notification

- All applicants shall be notified of the decision by the committee before March 31st.
- Upon completion of the leave the successful candidate **must** provide proof, within 30 days, of completion.

Educational Leaves of Less Than One Year

To provide teachers the opportunity for a paid leave of absence for less than one year for educational learning purposes that are in accordance with the Regional Centre's program priorities. An educational leave does not cover the regular duties of a teacher, such as lesson preparation or resource management.

Eligibility for Leave of Less Than One Year

- Any teacher with a SSRCE permanent or probationary contract.
- Term teachers are ONLY eligible to apply for a maximum of 2 mentoring days per school year
- Return to the SSRCE following the leave and remain in the employ of the SSRCE for a period of time equal to twice the time of the paid leave and shall be subject to the provisions of TPA articles 60.22 and 60.23.
- If your requested leave is more than 60 days
    - you can only receive one leave every five years
    - preference will be given to applicants who
        - have not previously received an educational leave from the committee
        - are required to be 'on site' for study or can not complete the study on a part time basis
        - are enrolled in a full time course load, if attending a postsecondary institution
    - A presentation may be requested by the committee for the application process
    - A presentation may be requested by the Article 60 PD Committee / RCE upon completion of the program of study to share learnings

Expenses

- Cost of the replacement teacher, including salary and benefits.
- **Note:** A teacher on Educational Leave is not eligible for Professional Development Course Grants related to the requested leave.

Application Deadlines

Leaves of Less Than One Year – Please see the updated application deadlines on the SSRCE website.

Application Procedure

- Applicants **must** include a detailed outline of the proposal that includes:
    - Purpose of the leave.
    - Description of the program of study.
    - Relationship to the teaching position.
    - Impact on the learning community.
    - Link to SSRCE priority found in the FAQ document.
    - Relevant professional contributions and experience.
    - Deadlines/timelines, registration, acceptance.

Note

- Upon completion of the leave over 60 days, the successful candidate must provide proof, within 30 days, of completion.
- The committee reserves the right to limit the number of study leaves and number of days granted to an individual.

Approval / Denial of Application

- Applications will be reviewed at regularly scheduled meetings.

South Shore Regional Centre for Education

Nova Scotia Teachers Union

Professional Development Course Grants

To allow a teacher to take a course for professional development.

Eligibility
- Permanent, probationary, or term contract with the SSRCE at the time of application and the beginning and ending dates of the course
- A teacher on an Educational Leave to pursue course work shall not be eligible for a Professional Development Grant

Application Procedure
- No advance application is required for credit courses
- Non-credit courses **must** be pre-approved by the committee before the start of the course.
    - Application Form is available on the Regional Centre's website

Expenses (prorated on an annual basis)
- Tuition fees for university and college credit courses. (Maximum of $1000 for half credit courses and $2000 for full credit courses.)
- ILA & ELDP courses are recognized as courses (see below)
- Registration fees for the Summer French Immersion
- Course materials (not including shipping fees)
- Fees charged by the institution (not including late fees)

Expense Claim Procedure
Complete the PD Course Grant Expense Claim Form for each course after the course has been successfully completed.

Each expense claim **must** contain confirmation of registration, payment and successful course completion.

Deadlines for Course Grant Reimbursements
Please check the PD Calendar on the SSRCE website for Meeting Dates and Expense Claim Deadlines for submission.

Deadline - Thursday, September 17th, 2026
(For courses **completed** between September 1st, 2025, and Aug. 31st, 2026).

The maximum number of course credits that may be claimed is 2 full credits (four half-credits), beginning September 1st of each year.

The Educational Leadership Development Program (ELDP)

The Instructional Leadership Academy Program (ILA)

ELDP and ILA courses are considered as half credits, under the Professional Development Course Grants guidelines and are reimbursed accordingly.

It is important to note that reimbursement for courses that include mentoring days can follow either option outlined below:

Option A: Professional Development Course Grant

If a participant is claiming the courses, they will not be eligible to apply for Educational Leave less Than a Year to cover the mentor days.

Option B: Educational Leave less Than a Year

If a participant is applying for leave to complete the mentor days, they are not eligible for tuition reimbursement through Professional Development Course Grant.

Additional Information:

Any other expenses, outside of tuition fees, would be out-of-pocket to the members, unless covered by the South Shore Regional Centre for Education.