

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 (pro-rated 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).
- Yoga Teacher Training (200 hours) is recognized as 1 full credit.
- Registration fees for the Summer French Immersion, NSELC programs (i.e. NSILA, Aspiring Leadership).
- 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.
- Application 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 1 - The third Thursday each September** (Courses **completed** between Jan. 1, 2022 and Aug. 31, 2022.)
- **Deadline 2 – the first Thursday in February** - (Courses **completed** between Sept. 1, 2022 and Dec. 31, 2022.)

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