



# 2025-2026 Professional Development Policy Book



ΔΓΗΔΨ ΔΓΨΔΒΨΠΡΨΓΨΨ ΔΒΛΨ  
Ilisaijiit Ilinniakannirutigivattanginnut Katimajiit  
Conseil de perfectionnement professionnel  
Professional Development Council

## Acknowledgements

This resource book has been designed to provide current and relevant information regarding professional development activities and programs available to NTA members in good standing.

It reflects the current policies, interpretations and procedures of the PDC (Nunavut Professional Development Council) and would not have been possible to create without the assistance of its members and staff over many years:

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## Letter of Welcome

Dear Nunavut Educators,

Welcome back to another exciting and rewarding school year in Nunavut.

The Professional Development (PD) Policy Book continues to evolve in support of your professional learning and, ultimately, the success of your students. We are fortunate to have access to a broad range of PD programs, made possible through the support of the PD Fund.

For the 2025–2026 school year, a variety of opportunities will be available to NTA members. Now in its third year, the NTA Multi-Year Education Leave for NTEP continues to help members complete their Bachelor of Education degrees. Planning is also underway for the Inuit Educators' Conference, to be held in Iqaluit during PD Week in February 2026. The theme of the conference is: ***Guided by the North Star: Honouring Our Past, Leading in the Present, Shaping Our Future.***

We're also pleased to welcome a third PD Coordinator to the team this year. This new position, supported by the PD Council and PD Fund, reinforces our shared commitment to strengthening professional learning across Nunavut.

As you consider your goals for the year, we encourage you to reflect on your practice and make thoughtful, student-centered PD choices. We continue to be inspired by the ways Nunavut educators align their professional learning with the needs of their students and schools.

Effective PD strengthens the teaching profession as a whole. We look forward to supporting your initiatives and reviewing the activity reports that showcase the meaningful and diverse learning you pursue.

The PDC logo symbolizes our commitment to working together to enhance knowledge and skills. As each educator grows, our entire system is strengthened. The NTA and the Department of Education remain committed to working in partnership with you to make education in Nunavut the best it can be.

Have a great year ahead,

Justin Matchett  
President  
Nunavut Teachers' Association

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## Background Information

### Background

This resource manual is designed to assist NTA members in understanding the policies and procedures surrounding professional development (PD) in Nunavut as supported by the PD Council.

All correspondence related to professional development will be transmitted through members' NTA email accounts. It is the members responsibility to access their NTA email account on a regular basis.

As education professionals, we are committed to enhancing our skills, understandings and knowledge through professional development.

Article 16 in the NTA - GN Collective Agreement outlines the requirements for professional development. Depending on the type of teaching certificate held, teachers are required to complete 50 hours of PD over three (3) years or 120 hours of PD over five (5) years in order to qualify for recertification. Educators holding certification as a principal must also complete 40 hours of professional development focused on educational administration. Educators are encouraged to contribute to the organization and direction of professional development. All professional development activities must fall within the guidelines and procedures outlined in this (and related) documents.

All members have the right to 5 PD days per academic year and an allotment of PD funds (during an individual/group PD year). The PD activities chosen by members must be activities that are consistent with Article 16 of the Collective Agreement.

Each member is fully accountable for funds allotted.

### Professional Development Council

The Professional Development Council (PDC) is a four-member committee (2 NTA representatives and 2 Department of Education representatives) which manages the PD Fund as well as all PD initiatives and their procedures in the interest of all NTA members. Any disputes arising from the interpretation of the guidelines and procedures will be examined and reviewed by a PD Coordinator. If a sufficient compromise cannot be reached the dispute will then be reviewed by the PD Council.

## Article 16 of the NTA – GN Collective Agreement

### **ARTICLE 16** **PROFESSIONAL DEVELOPMENT**

- 16.01 (1) A Professional Development Fund ("Fund") shall be established to support the Professional Development of Teachers so as to improve the quality and relevance of education for the students in Nunavut.
- (2) All policies and procedures governing the Fund shall be managed by a Committee known as the Professional Development Council ("PD Council") comprised of two (2) representatives appointed by the Association and two (2) representatives appointed by the Employer. The PD Council shall meet once per month, with a maximum of two (2) in-person meetings per year. Reporting to the PD Council will be one (1) Professional Development Coordinator who will act as an ex-officio and non-voting member of the PD Council.
- (3) The Fund shall consist of 4.5% of the gross Basic Salary of Association members to whom this agreement applies, calculated as of October 31<sup>st</sup> each year.
- (4) Any annual surplus remaining in the Fund at the end of the Fund's fiscal year shall be returned to the Employer.
- (5) The Fund will be credited with the rate of return the Nunavut Government earns on its own investments. The interest earned is in addition to the formula allocation and is the property of the Fund. Interest will be applied sixty (60) days after October 30 of that fiscal year.
- 16.02 The Fund shall be divided into five (5) parts with allocations for the following purposes:
- (1) Activities linked to supporting Inuit Employment;
- (2) Activities linked to supporting Inuktitut language development amongst Teachers;
- (3) Activities in support of Teachers to progress in their careers in accordance with Nunavut Professional Standards for the Educator Community;
- (4) Activities linked to support Teachers who are new to the profession; and
- (5) PD Council administration.
- 16.03 (1) The structures and guidelines developed by the PD Council will ensure that all voices and perspectives in the Nunavut educator community will be heard, ensure increased participation and opportunities for Inuit Teachers, reflect Nunavut's linguistic and cultural context and strive to meet the professional development needs identified by Teachers.
- (2) Each school will have one Professional Development Representative from the Bargaining Unit to represent the professional development needs of those

Teachers in the school and to communicate the policies, programs and services developed by the PD Council.

- (3) Professional development initiatives shall have the purpose of gaining and/or developing teaching skills to improve student achievement. Professional development initiatives shall be directed by Teachers and linked to one or more of the following:
  - (a) Teacher professional development plans;
  - (b) School improvement plans; and
  - (c) Departmental education priorities.
- (4) In accordance with the policies and procedures developed by the PD Council, initiatives may be delivered through various delivery mechanisms including: inperson instruction, online or distance education instruction, correspondence education or other means which may be practical given the geography and context of Nunavut.
- (5) In accordance with the policies and procedures developed by the PD Council, priority will be given to those initiatives that occur within Nunavut. A Teacher who applies for and is approved for an activity outside of Nunavut or of Canada must also obtain Southern Travel or International Travel authorization by the Department of Education.
- (6) In accordance with the policies and procedures developed by the PD Council professional development initiatives may include: individual initiatives, school initiatives, group initiatives, cohort initiatives, and Departmental initiatives.

Professional Development initiatives that are repetitive in nature or that do not have the purpose of gaining and/or developing teaching skills to improve student achievement will not be approved by the Professional Development Coordinator.
- (7) The Professional Development Coordinator will, on an annual basis, and prior to the end of the School Year, provide a report of the Professional Development initiatives undertaken by Teachers with an emphasis on how each professional development initiative links to how the Fund is divided and to how the initiative improves student learning. At a minimum the report should include information related to: the category of the initiative, delivery mechanism and whether the initiative was individual, school, group, cohort, regional or territorial. A copy of this report will be distributed to:
  - (a) The Association;
  - (b) Principals and through them District Education Authorities; and
  - (c) The Deputy Minister.
- (8) The PD Council shall be provided with a copy of the Fund audit prior to the signing of the audit and will have an opportunity to provide comments to the Fund auditor. The Association shall sign the Fund audit. The signed Fund audit shall be provided to the Deputy Minister.

- 16.04
- (1) The PD Council shall operate on a consensus basis and shall make good faith efforts to work toward agreement. The PD council shall develop and determine its own policies and procedures subject to the general directions and requirements provided in this article and applicable legislation including the *Education Act*.
  - (2) The PD Council's purpose is to co-ordinate, promote and communicate about Professional Development and to ensure that initiatives undertaken by Teachers are linked to improved practice and student learning.
  - (3) The PD Council shall supervise the Professional Development Coordinator. The NTA will agree that Article 23 hiring protocols of the Nunavut Agreement are followed. The PD Council shall oversee staffing for non-seconded employees.
  - (4) The PD Council shall establish sub-committees such as the Education Leave Committee as required to support the effective delivery of those programs and services developed by the PD Council.
  - (5) The PD Council shall develop a handbook through which to communicate its policies, programs and services and ensure that this handbook is available annually in hard copy and electronically in all of Nunavut's official languages.

#### Professional Development Coordinator

- 16.05
- (1) Professional assistance and support to the PD Council will include the employment of a Professional Development Coordinator who will be seconded from the Bargaining Unit.

The Coordinator shall promote Professional Development for Teachers, assist with projects determined by the PD Council and oversee the administration of programs and services approved by the PD Council. The Coordinator will also communicate to school Professional Development Representatives about the programs and services of the PD Council.

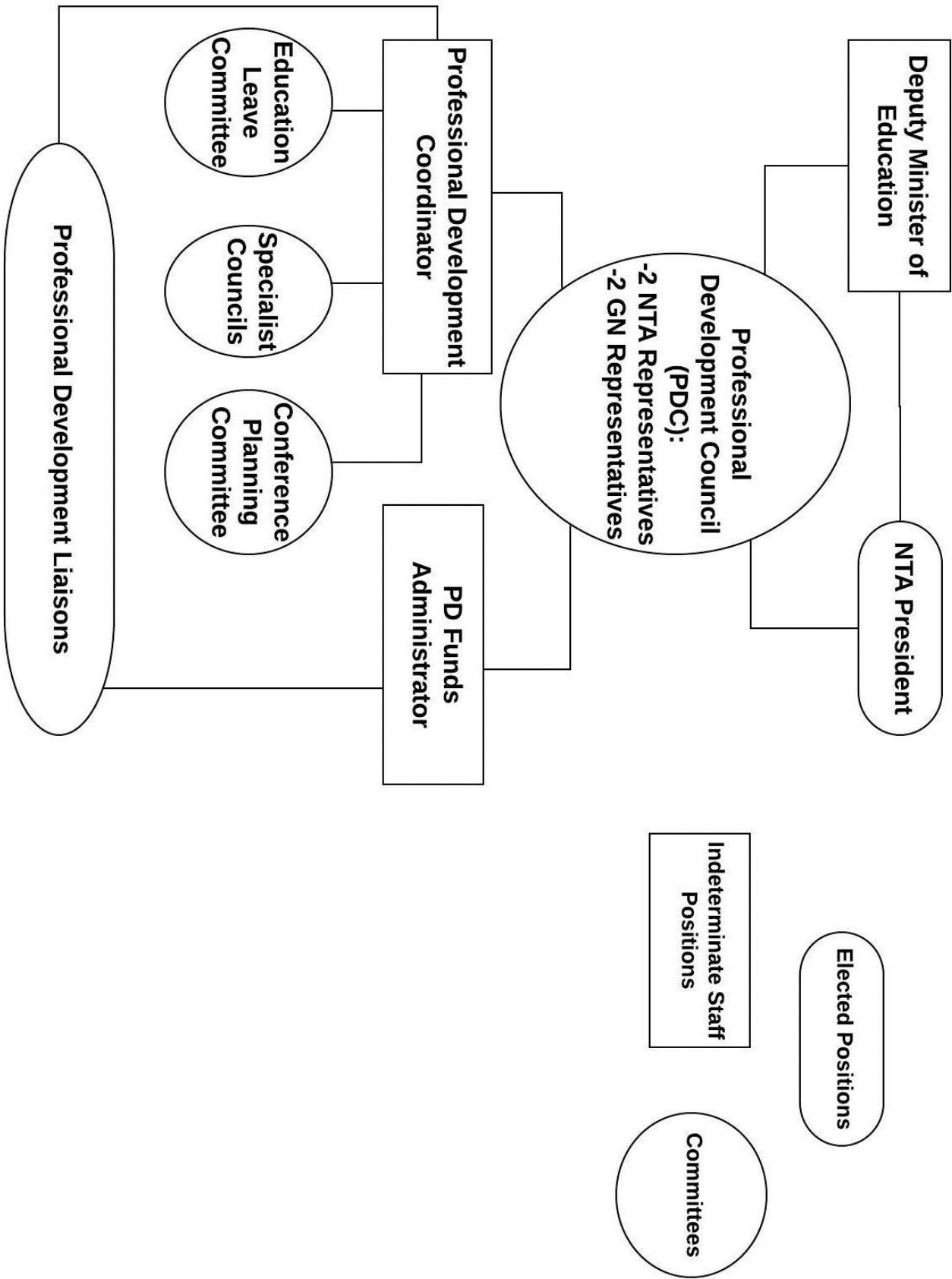
- (2) The cost of the salary and benefits of the Coordinator as well as travel shall be paid out of that portion of the Fund assigned to PD Council administration.

- 16.06
- In event of an impasse with respect to the function and operation of the PD Council, the Professional Development Coordinator or any of the sub-committees, programs or services established by the PD Council, or with respect to approval for any leave for any of the initiatives provided for in this article, the issue in dispute may be referred to a committee comprised of the Deputy Minister and the President of the Association, or their designates, who shall decide on the matter within 14 calendar days of such referral.

## PD Council Goals for Professional Development

1. To facilitate member participation in meaningful professional development that positively impacts student learning. Including: physical, social, emotional, intellectual, spiritual and artistic domains;
2. To improve access to a variety of professional development paths or methods;
3. To encourage professional development activities in the official languages of Nunavut, that reflect and incorporate the cultures of the Territory;
4. To support professional development linked to supporting Inuit employment;
5. To ensure that approved professional development activities assist NTA members in reaching individual long-term professional and career goals;
6. To facilitate the development of learning communities which build collaborative and supportive relationships and foster leadership among educators;
7. To encourage the achievement of Departmental education priorities and school level goals through individual, group, school-based or regional professional development;
8. To promote the sharing of the highlights of professional development activities with colleagues, the public, DEAs/CSFN, and the Department, and
9. To promote the sharing of how PD impacts on student learning.

PDC Organizational Chart



## Section 1: General PD Policies

The following guidelines and policies will be used when interpreting all matters relating to the PD Policy Book.

### Policy 1 – Conflict of Interest

When spending funds on a PD activity, it may be deemed a conflict of interest if such funds are used for personal, financial and/or material gain for the applicant, member of their immediate family (including common law) or another NTA member.

### Policy 2 – PD Activities Requiring Travel Outside of Canada

**2.1** The PDC believes that NTA members should conduct their PD activities within Canada. Members wishing to partake in such activities must provide rationale for their proposed activity and how it will enhance student learning within their practice.

**2.2** Any member wishing to apply for an individual PD activity that takes place outside of CANADA must submit their application to the PD Coordinator **on the PD Database** a minimum of **60 days prior to the activity** so that the application may be reviewed by the PDC.

**2.3** PD activities requiring travel outside of Canada must be reviewed by the PD Coordinator and then reviewed by and approved by the PDC.

**2.4** Activities that take place online at institutions or organizations outside of Canada must include a rationale for why this professional development activity cannot be completed through an institution/organization located within Canada.

### Policy 3 – PD Travel Time

**3.1** All travel must follow the 48-hour rule. For travel, your “Point of Departure” can be your home community if you are departing within 48 hours of the PD activity start date and returning home within 48 hours of the PD activities’ finish date.

Note: home community is the community of a members’ current employment.

**3.2** Travel on weekends are not counted as workdays; and

**3.3** When traveling on a half day during a workday, the teacher must report to work for the other half day.

**3.4** When substantiating for the activity a member must submit an itinerary, proof of payment and boarding passes for travel. Failure to provide these documents will result in PD funds having to be returned or in the case of a reimbursement program funds will not be reimbursed.

## Policy 4 – Out of Community PD Activities

When applying for a PD activity where the activity is in another community, the teacher must clearly demonstrate without ambiguity in their application that this activity cannot be done in their home community.

## Policy 5 – Member Funding Eligibility

### 5.1 Eligible members

The following NTA members will be eligible for PD funded programs.

Eligible members are:

- a) All full-time members during their indeterminate contracts;
- b) Members on term contracts, if the PD activity occurs at a time when they are employed;
- c) Members working one-half time or more during the full school year;
- d) Members on maternity, adoption or parental leave; and
- e) Members on deferred leave

Note: Members who are eligible for PD funding (based on 5.1 d and e listed above) and are living outside of Nunavut for a period of time will be eligible for a maximum PD Week allocation of \$250.00. Approval for such activities will be completed through the office of the PD Coordinator using the PD Database.

### 5.2 Ineligible members

The following NTA members will not be eligible for PD funded programs nor will they be counted when calculating the funds to be allocated to a School PD Committee, and as such will not be eligible to receive funding support in an “individual” year. However, if there is a school wide or community wide activity, ineligible members, who are residing in the community at the time of the activity, can participate in them, providing this does not place a financial burden on the school’s PD funds.

Ineligible members are:

- a) Members on Education Leave with or without allowances
- b) Members on approved leaves other than those specified in 5.1
- c) Teacher hired on a substitute teacher’s staffing action (STSA)
- d) Members who have not substantiated for previous years PD funding and/or reporting requirements
- e) Members who have a balance owing to the Fund for reasons other than 5.2 (d)

## Policy 6 – Appeals

### 6.1 Preamble

Appeals are not for re-deciding matters, they are for correcting errors in decision-making. An appeal policy exists to make sure that decision-makers make only those decisions they have the power to make, that decision-makers are unbiased and that decisions are made fairly and according to the organization’s policies and procedures.



An appellant must base their appeal on the merits of the decision made.  
The PDC has established the following appeals process based upon the above premise.

## 6.2 Grounds for an Appeal:

Generally speaking, grounds for an appeal of a decision made by the PDC or its delegates hinge on the following:

1. That the decision-making process did not follow the stated guidelines, policies or procedures outlined by the PDC in accordance with the NTA Collective Agreement;
2. That the individual, group or committee making the decision were not empowered to make such decisions;
3. That the decision-making process was flawed in that important objective information was not considered by the decision-making group and, as a result, the decision made was unreasonable or unfair; and
4. That the decision made was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision maker or body is unable to consider other views or that the decision was made on the basis of, or significantly influenced by factors unrelated to the merits of the decision.

## 6.3 Process:

All appeals will be based upon the contents of the original application. No revisions or compromises will be suggested or accepted at the appeals stage; however, the member may provide a written rationale as to why the application should be approved to the appeals chair.

- a) One member of the PDC shall be designated as the appeals chair.
- b) Stage 1: Should a member wish to appeal a denial made by the PD Coordinator(s), they must follow these steps:
  - i. Submit a written appeal (through email to the PDC Appeals Chair) and rationale to the appeals chair within 5 calendar days after being notified of the denial.
  - ii. The PDC will make a decision on the appeal within 14 calendar days. The PDC will notify the member and the PD Coordinator of their decision.
- c) Stage 2: Should a member wish to appeal a denial made by the PDC, they must:
  - i. Submit a written appeal to the NTA President within five calendar days of notification of the denial
  - ii. Deputy Minister of Education and the President of the Association, or their designates will make a decision on the appeal within 14 days and notify the member and the PD Coordinator of their decision. This decision is final.
  - iii. The PD Coordinator will inform the Professional Development Council of the decision.

Note: It is the NTA member's responsibility to ensure that their original PD application has been submitted early enough to allow for time necessary for the appeal process to take place (this may require up to 28 calendar days).

## Policy 7 – Surplus Funds

A surplus, if any, remaining in the Fund at the end of the Fund's fiscal year shall be returned to the Employer.

## Policy 8 – PD Council Discretion

On occasion a professional development opportunity may arise outside of existing programs, policies and/or deadlines. Members can make a request/application to PD Council for consideration. These must be made in writing to the PD Coordinator and will be at the discretion of the PD Council.

## Policy 9 – Professional Development and Teacher Certification

Every Teacher shall *"pursue professional development activities and continue with professional learning to ensure an appreciation of current educational theory and practice and an enhancement of teaching practice"* (Nunavut Education Act, 2020 98(i)).

It is a requirement for educators to participate in professional development activities to maintain their Nunavut teaching certificate.

**NEQS (Nunavut Educators' Qualifications Service) Policy 9.1 – Teacher Re-certification – Professional Improvement states:**

*During the three years that the certificate is valid, holders of Interim Professional, Interim Standard, Interim Aboriginal Language, Interim Kindergarten, Interim Vocational, Standard Aboriginal Language, Standard Kindergarten and Standard Vocational Teaching Certificates must participate in a minimum of 50 hours of professional improvement. These activities will be recorded in a log, verified by the Principal or supervisor, and submitted with the application for re-certification.*

*During the five years that the certificate is valid, holders of Professional, Standard, Aboriginal Language Specialty, Kindergarten Specialty and Vocational Specialty Teaching Certificates must participate in a minimum of 120 hours of professional improvement. These activities will be recorded in a log, verified by the Principal or supervisor, and submitted with the application for re-certification.*

*In the compilation of the required hours, a minimum of 15 professional improvement hours must be completed in each of the consecutive years, unless otherwise authorized by the Registrar.*

**NEQS (Nunavut Educators' Qualifications Service) Policy 9.2 – Principal Re-certification states:**

*During the five years that the certificate is valid, holders of a 'Principal's Certificate of Eligibility' must participate in 40 hours of professional improvement related to educational*

*administration. These activities will be recorded in a log, verified by the Superintendent or Executive Director and submitted with the application for re-certification.*

*In the compilation of the required 40 hours, a minimum of four professional improvement hours must be completed in each of the five consecutive years, unless otherwise authorized by the Registrar.*

A full day of PD qualifies as 7.5 hours in your Professional Development Log.

## Policy 10 – Hard Capital Items

PD Funds are not to be used for the purchase of ‘hard capital items’. The items listed below are to be used as a general guide regarding ‘hard capital items’. The list is not exhaustive.

- a) Computers, printers, tablets, e-readers and all equipment/hardware
- b) Cameras and accessories
- c) Class sets of materials
- d) Desks, cabinets, bookshelves or furniture of any kind
- e) Manufactured clothing (outdoor or indoor)
- f) Vehicles of any kind
- g) Parts for snowmobiles, ATVs, boats or other motorized vehicles
- h) Helmets, GPS, 2-wayradios, phones or cellphones
- i) Musical instruments
- j) Sewing equipment and tools
- k) Posters

At times there may be an exception may be made at the discretion of the PD Council.

## Policy 11 – Eligible Purchases

**11.1** Professional materials purchased with Professional Development Council funds will become property of the school. Professional materials for PD Programs should be purchased well in advance of the PD Program and documents should reflect that materials were purchased and **arrived in time to complete** the activity during the scheduled PD Program.

**11.2** When purchasing professional materials, individuals or PD committees will endeavor to purchase items from Canadian suppliers, whenever possible.

**11.3** If a member is involved in a professional development activity where there is an end product (i.e. parka-making, kamotiq building, etc.) Professional Development funds can be used to purchase the materials, and the school will take ownership of the end product.

**11.4** Furthermore, purchases cannot be utilized for personal gain.

*Example # 1:* NTA members wish to take training for a particular course, First Aid, specific computer software, Behavior Management Principles etc. Any course materials

such as manuals, training guides or software that will remain in the possession of the individual cannot be purchased with PD funds.

*Example # 2:* NTA members who wish to conduct a 'professional reading week' activity, i.e. reviewing professional journals and research books etc. cannot purchase the books and material and keep them in their personal library.

If you or your school PD Committee are unsure of the eligibility of a particular purchase, please contact the PD Coordinator for assistance and verification.

## **Policy 12 – Release Costs**

When applying for a PD Program where the activity takes place during sessional time and leave has been approved by the RSO/CSFN, the sub-costs for the teacher will be covered by the PD Fund.

## Section 2: Professional Development Week (PD Week)

This section outlines the policies and procedures for professional development activities and funding during the five days designated as Professional Development Week in school calendars.

All PD Week application forms are available at <https://pdis.ntanu.ca>

**Policy 13 – PD Week Cycle**

**Policy 14 – School Professional Development Committees**

**Policy 15 – Group/Individual PD Week – Overall Guidelines**

*15.1 Eligible Activities*

*15.2 Eligible Expenses*

*15.3 Responsibilities*

*15.4 Application Deadlines*

*15.5 Failure-to Meet Deadlines*

*15.6 Approval Process and Appeal Procedures*

*15.7 Activity Reporting & Substantiation*

*15.8 Second PD Week Applications*

*15.9 Appeals Process*

**Policy 16 – Group/Individual PD Week – Specific Guidelines for Group or Individual Applications that Involve Travel**

**Policy 17 – Group/Individual PD Week – Specific Guidelines for Group Applications**

**Policy 18 – Calculating School PD Week Funding Allocations**

**Policy 19 – Regional Conference PD Week – Overall Guidelines**

**Policy 20 – Territorial Conference PD Week – Overall Guidelines**

**Policy 21 – Sick Leave or Special Leave during PD Days**

**Policy 22 – Additional PD days**

**Policy 23 – Facilitating during PD days**

**Policy 24 – Extra-Ordinary Funding for PD Week Initiatives**

**Policy 25 – “AWG type activities” Guidelines for PD Activities**

**Points to Consider**

**Frequently Asked Questions (F.A.Q.'s) about PD Activities**

### Policy 13 – PD Week Cycle

In consultation with NTA members, the Professional Development Council (PDC) will designate whether the 5 days of Professional Development Week are Group/Individual, or Regional/Territorial Conference for each school. This information will be given to School Professional Development Committees at the start of each school year. The Professional Development Council has determined the tentative cycle below to assist members with their future planning.

Year	Kitikmeot	Qikiqtani	Kivalliq
2025-26	Group/Individual	Group/Individual	Group/Individual
	Inuit Educators' Conference – Nunavut Wide		
2026-27	Group/Individual	Group/Individual	Group/Individual
2027-28	Group/Individual	Group/Individual	Group/Individual

During a Group/Individual year, members have the choice to join with other NTA members in their school or community to plan collaborative professional development activities to engage in together during PD Week (Group), and/or to plan professional development activities they will engage in independently (Individual). A Group activity may take as much as the full 5 days of PD week, or as little as an afternoon. If the Group activity does not take the full week, the member must plan Individual activities for the remaining time.

### Policy 14 – School Professional Development Committees

**14.1** Each school shall establish a Professional Development Committee to support the professional development activities that NTA members in their school engage in during PD Week.

**14.2** The school Professional Development Liaison acts as the Chair of the School Professional Development Committee. The School Professional Development Committee shall consist of members of the NTA elected by all NTA members of that school, as well as either the principal or vice-principal. The School Professional Development Committee shall operate by consensus and follow the procedures established by the Professional Development Council.

**14.3** The School Professional Development Committee will:

- Encourage members to use the self-reflection and goal setting process identified in the *Professional Development Framework for the Educator Community*;
- Facilitate a session(s) to inform all eligible members of the Professional Development Council programs available to them during that school year, and the manner in which funds can be accessed;
- Assist eligible members with PD Week applications on the PD Database;

- d) Inform all members of the deadline(s) for the submission of PD Week applications;
- e) Provide all members with information on eligible professional development activities that the School Professional Development Committee will use to consider all applications;
- f) Inform members in a timely fashion of the decision of the School Professional Development Committee, and if the application is not approved, reasons for that decision;
- g) Provide members with information on the process to be followed if the member disagrees with the decision of the School Professional Development Committee;
- h) Once an application has been approved, acknowledge the application in the PD Database;
- i) Assist members with submitting the Activity Report and the group or individual Substantiation Report. The substantiation process should be completed in a timely fashion. It is recommended that this be done no later than 1 week after PD Week;
- j) Ensure that all Activity Reports and Substantiation Reports are completed by members and submitted in the PD Database, with refunds where funds expended are less than funds advanced to a member, to the PD Coordinator within 30 days following PD Week; and
- k) In Regional/Territorial Conference years, the School Professional Development Committee shall support and communicate the organizational and logistical aspects of the conference to the members of their school.
- l) Facilitate a discussion workshop for members to share highlights from their professional development experience and implications for student learning. It is recommended that this be done no later than 3 weeks after PD Week.

## Policy 15 – Group/Individual PD Week – Overall Guidelines

### 15.1 Eligible Activities

**15.1.1** Professional Development activities must assist a member in acquiring new skills and knowledge. Quality professional development choices and accountability with funding, are the key to enhancing the perception and integrity of the Professional Development Fund.

**15.1.2** Previous professional development activities may not be repeated.

**15.1.3** Members can work on credit courses during PD Week however PD Week funds cannot be used towards the cost of the course. Members should apply for short term assistance reimbursement funds, STA Policy 2: Credit Courses.

**15.1.4** Inuit languages acquisition may be considered an acceptable professional development activity if done with an instructor, linked to the school's education program plan, the members teaching assignment, school improvement goals and/or is focused on conversational Inuktitut. All instructors must be eligible under Policy 1 (conflict of interest) of the *Professional Development Council Professional Development Policy Book*.

**15.1.5** Members who would like to participate in cultural activities (excluding Inuit languages acquisition) during Professional Development Week must demonstrate that:

- a) The member(s) are learning a new skill or knowledge and is not a repetitive activity, and

- b) There is a clear link to their current practice, teaching assignment, the school education program plan, or school improvement goals.

**15.1.6** For activities identified in 15.1.3 and 15.1.4 the applicant may require a service contract depending on the activity and must also provide receipts for all expenditures incurred and submit those with the Substantiation Form and Activity Report at the conclusion of the activity.

**15.1.7** Members travelling on the land or sea must file their search and rescue plan with their Local Hunter and Trappers' Association and follow applicable Government of Nunavut policies.

**15.1.8** Leave forms must be completed for any approved PD Week activity that has been approved to take place outside of the school building.

**15.1.9** When determining whether a Group or Individual activity will be eligible for support and funding, consideration should be given to points identified below. The Department of Education's *Professional Development Framework for the Educator Community* should be used to assist members to engage in self-reflection, set professional development goals, and identify professional development activities. When approving Individual and Group PD Week applications, the School Professional Development Committee will consider: Does the activity...

- a) Mesh with the individual's current job assignment?
- b) Consider the goals outlined in the school's improvement plan?
- c) Reflect the individual's Professional Development Plan?
- d) Support the individual's progress in their career in accordance with Nunavut Professional Standards for their role?
- e) Link to supporting Inuktitut language development?
- f) Focus on learning environments where all students can achieve success?
- g) Support instructional practices that promote Inuit Qaujimajatuqangit and Inuit Societal Values?
- h) Enhance, and not repeat past professional development activities?
- i) Link with Departmental education priorities?

**15.1.10** School Professional Development Committees or individual members with questions about what constitutes an eligible PD activity can contact the Professional Development Coordinator for further information or to discuss concerns or questions related to any application for PD Week.

## 15.2 Eligible Expenses

**15.2.1** PD Week funding may be used for:

- Travel Costs:
  - Airfare transportation
    - The Professional Development Council's general expectation is that members travel by the most economical means for travel and in the fewest possible days to complete their activity.
    - Aeroplan tickets are no longer considered as a cash equivalent to a purchased airplane ticket. If using an Aeroplan ticket only, the actual costs incurred in purchasing it can be claimed (i.e. Airport taxes, fees, etc...)
  - Airport shuttles



- Taxis to and from the airport and taxis to and from the conference venue and accommodations.
- Accommodations:
  - Commercial accommodations
  - Private accommodation
    - \$75.00 per day within Nunavut with a receipt or service contract
    - \$50.00 per day outside of Nunavut with a receipt or service contract
- Land Trip Expenses:
  - Gas
  - Oil
  - Outfitter or Guide fees or expenses
- A basic internet plan may be considered to support online course work and research if service is limited at the school.

**15.2.2 PD Week funding allotments cannot to be used for:**

- a) The purchase of supplies, resources or books for student use in the classroom;
- b) The purchase of hard capital items (see Policy 10); or
- c) Any item that the Professional Development Council deems unreasonable.
- d) Pet Accommodation /Sitting
- e) House-sitting
- f) Phone Calls
- g) Meals, incidentals for in town, out of town or land trip activities
- h) Cabs 'in-city'
- i) Car rentals
- j) Rental of personal or family members' machine
- k) Parking

## **15.3 Responsibilities**

**15.3.1 All eligible members will:**

- a) Complete the PD Week application in the PD Database, including a description of the activity and a detailed outline of expected costs for the professional development activity, and submit it within the established time frame;
- b) Inform the School Professional Development Committee in a timely fashion, if for any reason the approved activity cannot be carried out in the manner originally approved, and request approval from the School Professional Development Committee for the changed activity. Failure to do so could result in a withdrawal of funding;
- c) Inform the PD Coordinator if they are on approved leave during PD Week;
- d) Complete their Activity Report and individual or group Substantiation Report and submit them on the PD Database and forward all receipts to the PD Coordinator within 30 days following PD Week. Each person must complete their own Activity Report even if they are part of a group activity.;
- e) Return all unexpended funds advanced by the Professional Development Council to support the approved PD Week activity;
- f) Participate in a discussion workshop to share highlights from their PD Week experience.

## 15.4 Application Deadlines

**15.4.1.** All individual PD Applications must be submitted in the Professional Development Database by November 30<sup>th</sup>. PD Applications submitted after this date may not be accepted.

**15.4.2** Applications will be reviewed by the PD Coordinator on a first-come first-served basis as they are approved by the School PD Committee and acknowledged by the Principal.

**15.4.3** The dates outlined below have been set-up as a general guide to guarantee sufficient processing and mailing time for allocations. Cheques are mailed from the NTA PD Fund Administrator's office in Iqaluit. Please allow two weeks for Canada Post delivery. An option to have funds deposited into a bank account can be set up through the PD Week application process in the online database.

### **Submit Application to PD Committee, Principal, and PD Coordinator by:**

- September 1st
- October 16th
- November 30th

### **Processing and Allocation:**

- October 17th
- November 30th
- February 1st

## 15.5 Failure-to Meet Deadlines

**Members who have not submitted a PD Application by November 30th will be reported to their Principal and the Executive Director of their Regional School Operations or Director General of the CSFN. Disciplinary measures may be taken at the discretion of the RSOs/CSFN. All individual PD allocations for these members may be considered to have been forfeited (at the discretion of the PDC). Members will have the opportunity to appeal under Policy 6 of the Professional Development Policy Book.**

## 15.6 Approval Process and Appeal Procedures

**15.6.1** Individual and Group PD Week applications are submitted to the School Professional Development Committee through the online PD Database at <https://pdis.ntanu.ca>

**15.6.2** The School Professional Development Committee will meet and review all plans submitted and either recommend the activity for approval or review the plan with the NTA member to make appropriate adjustments. The PD Liaison acknowledges the application online, and then the Principal must acknowledge that they have seen the application. Once both parties have done their part, the application is available to the PD Coordinator.

**15.6.3** All PD Week application will be submitted to the PD Coordinator for final approval based on the above guidelines, the recommendations of the School Professional Development Committee and any other guidelines established by the Professional Development Council.

**15.6.4** The PD Coordinator may make contact with the member to provide suggestions for changes and/or alterations to the submitted plan prior to declining an application. Every effort will be made to work with the member to formulate an acceptable plan.

**15.6.5** The PD Coordinator may decline any application based on the current guidelines established by the PDC. If an application is declined, the member has the right to appeal that decision to the PDC and, if the denial is upheld by the PDC, to the Deputy Minister of Education and the President of the Association, or their designates. (Policy 6)

**15.6.6** Once an application has been approved the PD Coordinator will inform the PD Fund Administrator to issue funds. The member will be informed through the email set up in the PD database.

### 15.7 Activity Reporting & Substantiation

**15.7.1** PD Liaisons will meet with staff no later than one week after the school's PD Week to assist with the reporting and substantiation process.

**15.7.2** All members are required to submit the following within 30 days of the approved PD activity taking place in order to substantiate their PD Funding allocation:

- a) An activity report (on the PD Database)
- b) A substantiation report (on the PD Database); and
- c) Receipts (via email or upload on the PD Database).

**NOTE: If a member was on approved leave during PD Week it is the members' responsibility to inform the PD Coordinator that they did not participate in their approved PD Week activity. Failure to do so will result in continued reminders to substantiate.**

**15.7.3** Failure to submit substantiation is an abuse of Professional Development Council Funds and may result in the following:

- a) Members who have not substantiated by the prescribed deadline may be invoiced for the amount unsubstantiated. If payment or receipts are not received within 30 days of being invoiced, a collection agency may be contacted to collect the funds.
- b) All future allocations from the PD fund and the opportunity to participate in professional development activities during PD Week will be withheld until such time as the member successfully completes the outstanding substantiation or returns the unsubstantiated allocation.

**15.7.4** Members' who are late substantiating will not receive funds in advance for an approved PD Week activity the following year. Funds will be reimbursed after PD Week when substantiation documents are submitted.

### 15.8 Second PD Week Applications

**15.8.1** NTA members may submit a second application to access any part of their remaining PD Week funding allocation after PD Week has been completed under the following circumstances:

- a) Their initial PD Week activity has been completed and fully substantiated;
- b) Any second application must be submitted and acknowledged no later than April 1<sup>st</sup>;
- c) The activity will take place during the member's personal time (i.e. evenings, weekends, and/ or holidays) prior to the end of the school year;
- d) Applications will be approved based on the same guidelines as all other applications; and
- e) The combined funding for both activities will not exceed the individual's maximum allotment for that year.

## 15.9 Resolution Process

**15.9.1** If a member (or a group of members) disagrees with the decision of the School Professional Development Committee in reference to an application for funding, the Professional Development Coordinator will be asked to assist the parties in reaching a resolution on the matter. If a sufficient resolution is not possible the matter will be reviewed by the Professional Development Council.

**15.9.2** If the member or group disagrees with the decision of the Professional Development Council regarding their application for funding, the matter will be reviewed jointly by the NTA President and the Deputy Minister of Education or their designates. (See Policy 6)

## **Policy 16 – Group/Individual PD Week – Specific Guidelines for Group or Individual Applications that Involve Travel**

**16.1** The School Professional Development Committee and the PD Council PD Coordinator may approve participation in a professional development activity that takes place outside of the community, when the member(s) can demonstrate that activity cannot be completed within the community.

**16.2** Approval for travel for PD Week must include registration in recognized educational conferences and workshops for the majority of the 5 days of PD Week.

**16.3** Members are expected to take part in professional development activities for the full 5 days of PD Week, except if they are traveling on the actual days of PD Week (to a maximum use of 2 days).

**16.4.1** The process for applications which include travel within Nunavut is as follows:

- a) The member submits a PD Week application including travel dates, proposed flight itinerary, and agenda for the week.
- b) The application is reviewed and acknowledged by the School Professional Development Committee and the Principal in the PD database.
- c) The application is reviewed by the Professional Development Coordinator. The PD Coordinator can only approve activities for the designated five days of PD Week.
- d) The member then completes a school leave form indicating travel for approved PD Week activities. The member has the Principal sign this form, which is then sent to the members RSO/CSFN. This form is not sent to the PD Coordinator.

**16.4.2** The process for applications which include travel outside of Nunavut is as follows:

- a) The member submits a PD Week application including travel dates, proposed flight itinerary, and agenda for the week.
- b) The application is reviewed and acknowledged by the School Professional Development Committee and the Principal in the PD database.
- c) The application is reviewed by the Professional Development Coordinator. The PD Coordinator can only approve activities for the designated five days of PD Week.
- d) If a member is travelling outside of Canada the application is reviewed and approved by the PD Council.
- e) If approved the PD Coordinator will forward a PD Week-Southern Travel Authorization Form (STA).
- f) The member transfers details from the approved PD application onto the STA form, signs the STA and returns the signed form to the PD Coordinator.
- g) The PD Coordinator will forward the signed STA forms to the RSO/CSFN to the attention of the RSO HR Manager or CSFN Human resources copying the RSO Superintendent and the RSO/CSFN Executive Director.
- h) The Deputy Minister and/or the Assistant Deputy Minister review, sign and return to the PD Coordinator. The Minister of Education will review and sign STA forms for travel outside of Canada.
- i) The PD Coordinator forwards the signed STA to the member who then completes a school leave form indicating travel for approved PD Week activities. The member has the

Principal sign this form, which is then sent to the members RSO/CSFN. This form is not sent to the PD Coordinator.

- j) Leave and STA forms are kept in the members HR file for insurance purposes.

Southern Travel Authorization forms must be submitted for **approval 60 days** before the commencement of PD Week.

## Policy 17 – Group/Individual PD Week – Specific Guidelines for Group Applications

**17.1** Under the group option a number of members may decide to participate in the same approved professional development activity and can then pool their allocated funds to support that activity. If necessary, they may also make an application for *extra-ordinary funding* (see Policy 24).

**17.2** Once a member has agreed to combine their allocation with a Group, the funds remain with the group. Groups are encouraged to access the support and assistance of the PD Coordinator in planning their activities.

**17.3** In no case can members assign or sign over their allocation for PD Week to a Group activity they do not take part in.

**17.4** A group of teachers organizing a school-based mini-conference may charge attendance fees to help offset conference costs only. These costs must be identified and justified in the budget presented with the Group PD Week application.

**17.5.1** All members are required to submit the following within 30 days of the approved PD Week Group activity taking place in order to substantiate their PD Week funding allocation:

- a) An activity report (on the PD Database)
- b) A substantiation form (on the PD Database); and
- c) Receipts (via email or upload on the PD Database).

**17.5.2** In addition, Group Activity Reports will require the following from the recognized group leader:

- a) list of participants;
- b) agenda of events that took place; and
- c) substantiation report (including receipts).

## Policy 18 – Calculating School PD Week Funding Allocations

**18.1** During a Group/Individual year, each NTA member within a school is able to access a pre-determined funding allocation based on a formula developed by the Professional Development Council.

### 18.2 Individual Allotments for the 2025-2026 school year

Individual allotments are 6% of the communities Northern Allowance.

#### **Kitikmeot**

Cambridge Bay	\$1,180.00
Gjoa Haven	\$1,580.00
Kugaaruk	\$1,600.00
Kugluktuk	\$1,320.00
Taloyoak	\$1,830.00

#### **North Qikiqtani**

Arctic Bay	\$1,530.00
Grise Fiord	\$2,070.00
Sanirajak	\$1,410.00
Igloolik	\$1,350.00
Pond Inlet	\$1,450.00
Resolute Bay	\$1,710.00

#### **South Qikiqtani**

Kinngait	\$1,260.00
Clyde River	\$1,380.00
Kimmirut	\$1,150.00
Pangnirtung	\$1,140.00
Qikiqtarjuaq	\$1,140.00
Sanikiluaq	\$1,220.00

#### **Central Qikiqtani**

Apex	\$ 900.00
Iqaluit	\$ 900.00

#### **North Kivalliq**

Baker Lake	\$1,460.00
Chesterfield Inlet	\$1,390.00
Coral Harbour	\$1,400.00
Naujaat	\$1,310.00

#### **South Kivalliq**

Arviat	\$1,270.00
Rankin Inlet	\$1,110.00
Whale Cove	\$1,290.00

## **Policy 19 – Regional Conference PD Week – Overall Guidelines**

**19.1** In a Regional Conference PD Week year, the PD Week funding allocation for all schools in that region are pooled to finance and organize a Regional Professional Development Conference.

**19.2** No allocations will be available to individual members in that region. All members within that region will be eligible to attend the conference. Members not attending the Regional Conference will be responsible for planning their own un-funded PD Week activity. Such individual plans must be approved by the School Professional Development Committee and the Professional Development Coordinator following the same approval process in Group/Individual PD Week years.

**19.3** An organizing committee will be approved by the Professional Development Council to plan and co-ordinate the Regional Professional Development Conference and all necessary arrangements.

**19.4** The Professional Development Council will allocate sufficient funds to enable at least one face-to-face meeting and all necessary conference calls to assist the work of the organizing committee. The organizing committee will also have the additional support and assistance of the PD Coordinator and the PD Fund Administrator in carrying out their planning and organization.

**19.5** Childcare expenses for organizing committee members may be covered. A Policy will be established by the conference organizing committee and approved by the Professional Development Council.

**19.6** The Professional Development Council may provide up to the equivalent of one full-time PY to coordinate the regional conference.

**19.7** School Professional Development Committees in the region will:

- a) Assign the PD Liaison to receive and distribute all information regarding the regional conference;
- b) Assist members in registering online for the conference;
- c) Provide all necessary information requested by the organizing committee; and
- d) Facilitate the set-up of a school PD Week storm plan.

**19.8** The conference organizing committee will:

- a) Create a description of the proposed conference to circulate to all School Professional Development Committee in that region;
- b) Forward a copy of the description and the budget to the PD Coordinator and Professional Development Council for review;
- c) Forward the appropriate forms to the PD Fund Administrator for payment of approved expenditures when necessary;
- d) Complete a summary financial report at the conclusion of the Regional Professional Development Conference; and
- e) Develop a storm plan policy that includes alternate professional development options



## **Policy 20 – Territorial Conference PD Week – Overall Guidelines**

**20.1** During those years when a Nunavut-wide Professional Development activity, such as a Nunavut Educators' Conference is held, organizing will be centralized to a Nunavut-wide conference committee working with the full support of the Professional Development Council, the PD Coordinator, and PD Fund Administrator. The Professional Development Council will allocate sufficient funds to enable at least two face-to-face meetings and all necessary conference calls to assist the work of the organizing committee.

**20.2** The PD Week funding allocation for that year from all schools will be allocated and pooled for the Nunavut-wide conference.

**20.3** No allocations will be available to individual members. All members will be eligible to attend the conference. Members not attending the Nunavut-wide Conference will be responsible for planning their own un-funded PD Week activity. Such individual plans must be approved by the School Professional Development Committee and the Professional Development Coordinator following the same approval process in Group/Individual PD Week years.

**20.4** All School Professional Development Committee's will:

- a) Assign the PD Liaison to receive and distribute all information regarding the regional or Nunavut-wide Conference, and assist members to register online
- b) Provide all necessary information requested by the organizing committee

**20.5** The Organizing Committee will:

- a) Create a description of the proposed PD activity to circulate to all participating School Professional Development Committees,
- b) Forward a copy of the description and the budget to the PD Coordinator and Professional Development Council for review,
- c) Forward the appropriate forms to the PD Fund Administrator for payment of approved expenditures, when necessary,
- d) Complete a summary financial report at the conclusion of the Nunavut-wide Conference, and
- e) Develop a storm plan policy that includes alternate professional development options.

## **Policy 21 – Sick Leave or Special Leave during PD Days**

**21.1** If a member is on sick leave or special leave (sick child, death in the family, etc.) during one or more days of PD Week, these days will not be made up at a later date.

**21.2** If a member is approved leave during PD Week, they must inform the PD Coordinator so that steps can put in place for reports and substantiation.

**21.3** If a member is on sick or special leave for all 5 days of PD Week, the days are deemed taken but the member is still eligible to access an individual allocation (only during an individual/group PD Week year). This allocation may be used to purchase PD Coordinator approved professional material or to finance attendance at a PD Coordinator approved professional development activity that takes place on the member's own time. (Refer to Policy 22)

## Policy 22 – Additional PD days

Each NTA member is entitled to five assigned days of professional development. Any additional days for the purpose of accessing or attending professional development cannot be approved by the School Professional Development Committee, PD Coordinator, or the Professional Development Council. Authorization for this type of leave must be obtained utilizing normal leave procedures. These days will not be considered PD Weekdays.

## Policy 23 – Facilitating during PD days

**23.1** Facilitation during PD week may be considered an acceptable PD Week activity.

**23.2** If a member is facilitating a professional development activity during their own PD Week, the days are deemed taken but the member is still eligible to access an individual allocation (only during a Group/Individual PD Week year).

**23.3** If a member is facilitating a PD activity and receiving payment from an outside agency the member must seek leave from the RSO/CSFN for the days of facilitation. The member must fill out a leave form through the RSO/CSFN to request leave without pay, submit the *Disclosure of Outside Activity* form via their RSO/CSFN for approval by the Deputy Minister, and inform the PD Coordinator that they will be on leave during that week.

## Policy 24 – Extra-Ordinary Funding for PD Week Initiatives

**24.1** Extra-ordinary funding is for situations where a group of members who wish to take part in a group PD Week activity combine their allotments, and the total amount of pooled allotments does not provide the Group with sufficient funds necessary to conduct the activity that they have planned. Interested groups can request the support of Professional Development Council staff.

**24.2** If granted, this funding can only be used during the NTA member's 5 PD days of PD Week and cannot be used to add to a member's individual amount, with the exception of supplementing within-Nunavut travel to an approved Group activity organized by other NTA members for PD Week, a specialist workshop, or a GN workshop. Documentation of approval from the group leader or organizer will be required.

**24.3** Eligible activities for extra-ordinary funding include, but are not limited to the following examples:

- a) Planning and Organization time – A group that is organizing a number of workshops/presentations can apply for extra- ordinary funding to allow for release time for up to 3 days to allow a teacher(s) involved in the organization of these activities adequate time to work on planning on behalf of the group.
- b) Small School Difficulties – Small schools may not be able to organize and pay for 5 days of effective PD because of high costs of travel and not enough funding. If a small school wishes to bring someone in to provide professional development and the costs cannot be met from their school PD allocation, this funding may be able to make up the difference.
- c) Regional Days – Perhaps members from a number of schools are attending the same conference outside the region or territory but would like to see a 'regional day' or two

- incorporated into their five days of funding. A group of teachers could apply for extra-ordinary funding to support the costs associated with organizing activities/space.
- d) Other situations – There are other situations that may apply; contact the PD Coordinator for more details.

**24.4** Funding amounts granted may vary according to activities, number of members involved and the location of the planned PD Week activity. The Professional Development Council will use prudent judgment in determining the effective use of this money and the amounts awarded. The PD Coordinator may make a decision with respect to any application to this fund for amounts up to \$5,000. Any applications above this amount must be reviewed by the Professional Development Council for a final decision.

**24.5** All decisions with respect to applications made for this funding are also subject to the appeal process outlined in Policy 6.

**24.6** Individual members can make application for extra-ordinary funding. These applications are approved at the discretion of the Professional Development Council.

**24.7** Applications may be made through the PD Coordinator by interested groups/teacher and must include:

- A full description/explanation of the planned PD Week activities;
- A detailed budget itemizing the shortfall in funding for the group;
- The names of the parties/participating members;
- The name of the contact person for the group and relevant contact information;
- Any other information that the group/teacher feels would be pertinent to the PDC and/or PD Coordinator in making the decision; and
- Funding, if granted will take 2-3 weeks to be processed, applications should be submitted by **January 15th**.

## **Policy 25 – “AWG type activities” Guidelines for PD Activities**

**25.1** Participation at AWG type activities (Arctic Winter Games, Canada Winter Games or other national cultural/sporting events) as a member of Team Nunavut **may be considered** to be an acceptable PD activity under the following parameters:

- There is documented, demonstrable growth within an educational skill- set
- Applications have been submitted through the school PD Committee and approved by the PD Coordinator
- If this activity takes place outside of the school PD week, a separate PD activity must be in place for the school PD week as well.

**25.2** Attendance as a mission staff/managers/trainers/officials/spectator/observer/mascot does not meet the above criteria.

**25.3** PD funding for “AWG type” events does not apply under any circumstances.

NOTE: See Policy 22 regarding the addition of PD days if such applications fall outside of the school's 5 PD days.

## Points to Consider:

As you make plans for your individual PD activity this year please consider:

Individual PD plans must reflect a connection with as many of the following as possible:

- The Professional Development Framework for the Educator Community
- The goals outlined in your school's improvement plan
- An impact upon classroom performance
- Relate to and/or reflect IQ Principles
- Inuktitut language development

Personal PD plans must:

- Take place within the allotted 5 days within the school calendar during the normal workday.
- NOT request funds for capital items (i.e. computers, printers and all equipment/hardware).
- Take place within the school if you are staying in your community, i.e. you cannot work at home.
- NOT be a replication of past events, your PD activity should reflect professional growth.

Approval Process:

- The School PD Committee will set a local deadline for submission of Applications in the PD Database.
- Individual or group PD activity plans are submitted to your school PD Committee **via the PD Database.**
- The School PD Committee will meet and review all plans submitted and either recommend the activity be approved or review the plan with the NTA member to make appropriate adjustments.
- All PD plans will be sent to the PD Coordinator at the NTA office for final approval based on the above guidelines, the recommendations of the school PD Committee and any other guidelines established by the PDC. **The PD Liaison acknowledges the application online, and then the Principal must acknowledge that they have seen the application. Once both parties have done their part, the application is available to the PD Coordinator.**
- If a plan is declined the member has the right to appeal that decision to the PD Council and ultimately to Deputy Minister of Education and the President of the Association, or their designates.

Substantiation for Expenses:

- Must be completed online via the PD Database within 30 days of the completion of the activity.
- Must include a PD Activity report and receipts if funds were issued.
- Members are encouraged to share 5-20 slides or photos with quotes of comments on the professional learning activity and the impact of the learning on the members' practice.

If you have any questions, please check with your local PD Liaison or contact the PD Coordinator by email or phone.

## Frequently Asked Questions (F.A.Q.'s) about PD Activities

### **Does PD money come from our NTA dues?**

No, PD money comes from a fund that is provided by the GN. It is based on 4.5% of the combined gross salary of all NTA members.

**If I am doing personal educational research, can I buy the books and journals with PD money?** Items such as these cannot be purchased for personal use; they could be purchased if they were to be incorporated into a school's reference library.

**If I am doing personal educational research or working on a research paper, can I work at home during the PD week?** No, NTA members must report to their schools during normal working hours during the PD Activity week.

### **Can I leave Nunavut to do my personal PD activity?**

Certainly. A number of NTA members regularly attend conferences in southern Canada for their PD week; it is important to note that you are allowed 2 days (as per Policy 3) out of the 5 for travel, (if you are actually traveling on those weekdays); your maximum allotment is unlikely to cover all of the expenses associated with going to a conference in southern Canada.

**It has been suggested to me that I can go 'on the land as a PD activity', are there limitations to this?**

A number of NTA members regularly become involved with IQ related land activities, especially when they are new to the North. The only limitations are that a member cannot purchase hard capital items or food, and that the activity must be well planned with clear learning objectives that link to student learning and must not be repetitive.

### **If I go 'on the land' as a PD activity what can be paid for?**

Hiring a local outfitter, paying for gas and oil for snowmobiles.

**I'd like to learn about traditional sewing such as parka making. Can I do this as a PD activity?** Yes, you can, but not year after year. PD funds may be spent on hiring a local expert to teach you but not for supplies such as sewing machines. Items created are not to be kept for personal use and must remain the property of the school.

**I understand that my personal PD activity must connect with as many of the following as possible:**

- The Professional Development Framework for the Educator Community
- The goals outlined in my school's improvement plan
- An impact upon classroom performance
- Relate to and/or reflect IQ Principles
- Inuktitut language development

**Does this mean that I cannot follow a personal PD goal that may not directly tie in with the goals outlined in the school's improvement plan?**

The above directive is intended to serve as a stimulus towards reflection by every NTA member to ensure that they plan a PD activity that is as closely aligned to the above principles to the greatest degree possible. There will certainly be times that an “all-of-the-above” connection won’t occur and in fact there may be cases where an individual’s plan is aligned to a greater degree with only a few of the principles. NTA members are encouraged to reflect on all of the principles and seek a ‘best fit scenario’.

If you have any questions, please check with your school PD Liaison Officer or contact the PD Coordinator by email or phone.

## Section 3: Short Term Assistance (STA) Reimbursement Funding Programs

### Short Term Assistance – Reimbursement Funding Programs

The following Short-Term assistance programs are all based on reimbursement funding; i.e. applications should be pre-approved prior to the start of the course/program and once the NTA member submits proof of successful course completion and the appropriate receipts reimbursement funds will then be issued.

**Members must submit required documentation for reimbursement for all Short-Term Assistance Reimbursement programs within a year of the course finish date on the approved application.**

It is very important to note the entitlements of each program as set out within the guidelines: Funding for these programs is issued solely at the discretion of the PD Council, it is a benefit for NTA members not an entitlement.

After completion of a course or workshop, members are encouraged to share 5-20 slides or photos with quotes of comments on the professional learning activity and the impact of the learning on the member's practice.

These forms should be completed through <https://pdis.ntanu.ca>

Short-Term Assistance and reimbursement programs include the following:

Policy STA – 1	Inuktitut Instruction
Policy STA – 2	Cultural Skills Acquisition
Policy STA – 3	Credit Courses
Policy STA – 4	Non-Credit and Certificate Courses
Policy STA – 5	Conferences, Symposiums and Institutes
Policy EDL – 1	Education Leave
Policy EDL – 2	Short-Term Education Leave
Policy EDL – 3	Multi-year Education Leave for NTEP
Policy STA – 6	Specialist Councils
Policy STA – 7	Special Project Funding
Policy STA – 8	Action Research
Policy STA – 9	Mentorship for Administrators
Policy STA – 10	Professional Learning Communities
Policy STA – 11	Project Overseas

## Policy STA 1: Inuktut Instruction

The Inuktut Instruction program provides members with funding to hire an instructor for the purpose of learning Inuktut or for enhancing Inuktut skills. It is for members who are learning Inuktut for the first time and for those who already speak Inuktut. Members can apply individually or in a group. Members have an opportunity to create a learning activity that fits their learning style. It can be one on one instruction, in a group, centered on learning language through a traditional skill, or learning new vocabulary for a curriculum unit.

### STA 1.1 Application Guidelines

The following is required when applying for reimbursement funding:

1. The instructor's and participant's name(s) and duration/dates.
2. Name of the sponsoring institution (if applicable).
3. Objectives of the language instruction.
4. Number of instructional hours (to a maximum of 30 hours per member per year)
5. Instructor costs (\$75/hr.) *To be reviewed annually by the PDC.*
6. The name, phone number and email of a contact person.
7. This funding is not to be used in combination with, or to replace, PD Funding used during the 5 days of Professional Development.
8. Instructor should not be a member of the participant's immediate family.
9. Reimbursement is made upon successful completion of the instruction objectives. The instructor's signature on your *Substantiation Report on Completed Objectives* is acceptable. For advance financial assistance please contact the PD Coordinator.
10. Inuktut Instruction occurring during the school year must take place after work hours (evenings, weekends, school breaks, summer);
11. Applications are dealt with on a first come, first served basis until the money allotted for this program is expended.
12. The PDC reserves the right to deny approval for Inuktut Instruction funding where the objectives of instruction are not consistent with reasonable education-oriented goals.

**This application can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>).**

### STA 1.2 Entitlements

1. Instructor costs (\$75/hr.)
2. Phrase Books, manuals, and subscriptions

### STA 1.3 Application Deadline

Applications for Inuktut Instruction may be submitted anytime during the school year prior to May 30th. Approval should be received two weeks prior to the instruction commencement.



### STA 1.4 Reimbursement

For reimbursement, please submit the following:

- original instructor receipt
- proof of course hours/completion
- individual report on achieving language learning objectives to the PD Coordinator

**The report forms can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>).**

Members are encouraged to submit 5-20 slides or photos with quotes and comments on the professional learning activity and the impact of the learning on the members' practice. These will be used at upcoming NTA events and PD training sessions to promote the program.

## Policy STA 2: Cultural Skills Acquisition

The Cultural Skills Acquisition program provides members with funding to hire an Inuk instructor for the purpose of learning cultural skills or for enhancing cultural skills. It is for members who are learning skill for the first time and for those who want to further develop their skills. Members can apply individually or in a group. Members have an opportunity to create a learning activity that fits their learning style. It can be one on one instruction, in a group, centered on learning a traditional skill, traditional knowledge or learning skills for a curriculum unit.

### STA 2.1 Application Guidelines

The following is required when applying for reimbursement funding:

1. The instructor's and participant's name(s) and duration/dates.
2. Name of the sponsoring institution (if applicable).
3. Objectives of the instruction.
4. Number of instructional hours. (to a maximum of 30 hours per member per year)
5. Instructor costs (\$75/hr.) *To be reviewed annually by the PDC.*
6. The name, phone number and email of a contact person.
7. This funding is not to be used in combination with, or to replace, PD Funding used during the 5 days of Professional Development.
8. Instructor should not be a member of the participant's immediate family.
9. Reimbursement is made upon successful completion of the instruction objectives. The instructor's signature on your *Substantiation Report on Completed Objectives* is acceptable. For advance financial assistance please contact the PD Coordinator.
10. Applications are dealt with on a first come, first served basis until the money allotted for this program is expended.
11. The PDC reserves the right to deny approval for Cultural Skills Acquisition funding where the objectives of instruction are not consistent with reasonable education-oriented goals.

### STA 2.2 Entitlements

1. Instructor costs (\$75/hr.)
2. If the activity has an end product (i.e. parka-making, qamutiq-building, etc.) Professional Development funds can be used to purchase the materials, and the school will take ownership of the end product.

### STA 2.3 Application Deadline

Applications for Cultural Skills Acquisition may be submitted anytime during the school year prior to May 30th. Approval should be received two weeks prior to the instruction commencement.

### STA 2.4 Reimbursement

For reimbursement, submit the following:

- original instructor receipt
- proof of course hours/completion
- individual report on achieving language learning objectives to the PD Coordinator

**This application and substantiation can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>)**

Members are encouraged to submit 5-20 slides or photos with quotes and comments on the professional learning activity and the impact of the learning on the members' practice. These will be used at upcoming NTA events and PD training sessions to promote the program.

## Policy STA 3: Credit Courses

**Approval is granted for university or college credit courses only to dues paying NTA members. Credit courses will only be reimbursed to a maximum of \$6,000.00 per member, per year.**

**Tuition for credit courses applied for after the resignation of the member or after the finish of the academic year will not be reimbursed if the member does not return to employment as an NTA member.**

**Reimbursement will only be made upon receipt of a transcript showing successful completion of the course and the submission of tuition receipts.**

### STA 3.1 Guidelines

Applications for credit course assistance may be submitted at any time during the school year using the PD Database. Prior approval should be received before the course begins. Where the credit course takes place outside of the member's work year, applications should be received by May 30th. The applications should specify the following:

1. The exact credit course name and number and duration dates.
2. Name of institution (an accredited college or university).
3. Whether the course is on-line, face-to-face or combination thereof.
4. Tuition fees amount only (no books or course materials)
5. An estimate of the cost for travel (if 48-hour rule applies)
6. Accommodation costs will not be reimbursed.
7. Accredited courses/institutions should be recognized by NEQS (Nunavut Educators' Qualification Service).
8. The PDC reserves the right to deny approval for credit course funding where the course selection is not consistent with reasonable education-oriented goals.
9. The total of the subsidy shall not exceed \$6,000.00 Canadian dollars per member, per academic year. This assistance is available to all dues paying NTA members.
10. Applications must be received 60 days prior to course start date if funds for travel are requested. Applications not requesting travel funds must be received within the academic year of course registration.
11. A copy of your approved leave form from your RSO/CSFN must accompany your application takes place during the school year. Leave is granted at the sole discretion of each RSO/CSFN.
12. To receive fee reimbursement for registration for a credit course completed during the summer, you must return to employment as an NTA member the following academic year.

### STA 3.2 Entitlements

1. Tuition fees will be reimbursed where course(s) are taken through an accredited college or university to a maximum of \$ 6,000.00 per academic year (July 1st to June 30th).

Note: Tuition for credit courses started after the finish of the academic year will not be reimbursed if the member does not return to employment as an NTA member in the next academic year. Tuition for credit courses started after the resignation of the member will not be reimbursed.

3. Where an applicant is doing a master's or doctorate degree, and requiring further studies to complete their program, an application can be made to have their tuition reimbursed in their final year of study.
4. Airfare Transportation (if taken) from "Point of Departure" to the course location in accordance with the 48-hour rule.
  - a. A maximum of \$500.00 for air travel within southern Canada if 'point of departure' is your southern summer residence in accordance with the 48-hour rule.
  - b. No maximum of air travel costs will apply if the point of departure is from your home community in Nunavut in accordance with the 48-hour rule.

Note: If a member is registered in a full year course a request can may be made to the PD Council to have funds reimbursed per semester with the required grade submission in the final semester.

### STA 3.3 Reimbursement

Please upload:

- Your tuition receipt with the name of the sponsoring institution, course title or number and
- Airline ticket/travel receipt including boarding passes and
- Proof of course completion (a transcript sent from the university or college that includes the name of the member and the sponsoring institution) for reimbursement to:

**Please submit through the PD Database (<https://pdis.ntanu.ca>)**

## Policy STA 4: Non-Credit and Certificate Courses

**Reimbursement for Non-credit / Certificate courses to a max. of \$1,500.00 per member, per academic year (July 1<sup>st</sup> to June 30<sup>th</sup>). Funding amount is based on criteria listed in the accompanying guidelines. Conferences, symposiums and summer institutes do not qualify for this funding.**

### STA 4.1 Guidelines

Applications for Non-credit/Certificate courses may be submitted anytime during the year using the online application on the PD Database. Prior approval should be received before the course begins. Where the non-credit/certificate course takes place outside of the member's work year, applications should be received by May 30th.

- The exact course name, course number (if available) and course duration/dates
- The institution sponsoring the course
- Whether the course is on-line, face-to-face or combination thereof.
- The expected costs
- The number of course hours (actual instructional hours)
- The phone number and name of a contact person at the sponsoring institution
- This funding is not to be used in combination with or to replace PD Funding used during the 5 days of Professional Development Week.
- To receive reimbursement for Non-credit / Certificate courses that take place during the summer, one must return to employment as an NTA member in the next academic year.
- Reimbursement is made upon successful completion of the course. If no transcript is available, a stamped and signed certificate from the sponsoring institution or a signed letter (on official letterhead) outlining successful completion will be acceptable.
- Non-credit / Certificate course hours occurring during the school year must take place after work hours (evenings, weekends, school breaks).
- Only Non-credit / Certificate courses that are 15 hours or more in length will qualify for transportation funding.
- The PDC reserves the right to deny approval for Non-Credit/Certificate course funding where the course selection is not consistent with reasonable education-oriented goals.

### STA 4.2: Entitlements

1. Tuition (no books or course materials)
2. Transportation (if taken) from "Point of Departure" to the course location (**within Nunavut only**)

(For travel within Nunavut, your "Point of Departure" can be your home community if you are departing within 48 hours of the course start date and returning home within 48 hours of the course finish date.)

- a. A maximum of \$500.00 for air travel within southern Canada if 'point of departure' is your southern summer residence in accordance with the 48-hour rule.

- b. No maximum of air travel costs will apply if the point of departure is from your home community in Nunavut in accordance with the 48-hour rule.

#### STA 4.3 Application Deadline

Applications for Non-Credit / Certificate courses may be submitted anytime during the year. Prior approval should be received before the course begins.

Where the non-credit/certificate course takes place outside of the member's work year applications should be received by **May 30th**.

#### STA 4.4 Reimbursement

For reimbursement please upload your:

- Tuition receipt with the name of the member and sponsoring institution,
- Airline ticket/travel receipt including boarding passes (for travel within Nunavut) and
- Proof of course hours/completion to:

**Please submit through the PD Database (<https://pdis.ntanu.ca>)**

## Policy STA 5: Conferences, Symposiums or Institutes

**This funding is being offered to dues paying NTA members who wish to attend an educational conference, symposium or institute. To receive reimbursement for activities that take place during the summer holiday, the member must be returning to NTA employment during the next academic year.**

### STA 5.1 Guidelines

This program is for conferences, symposiums and institutes that take place anytime during the year however, if they take place during working-days the member must apply for leave from their RSO/CSFN and provide a copy of their approved leave form with their application (see details in STA 5.4 below).

Applications for conferences, symposiums or institutes should be received **by May 30th**.

Applications must include:

1. The name of the conference, symposium or institute
2. The expected registration costs
3. The phone number and name of a contact person
4. Accompanying documentation about the conference, symposium or institute
5. An estimate of the cost for travel (if 48-hour rule applies\*)
6. The PDC reserves the right to deny approval for conference, symposium or institute registration funding where the selection is not consistent with reasonable education-oriented goals.
7. This funding is not to be used in combination with any other funding offered for Professional Development, sponsored by the PDC.
8. To receive fee reimbursement for registration for a conference, symposium or institute that occurs during the summer holiday one must return to employment as an NTA member in the next academic year.
9. Members requiring assistance with booking should contact the PD Coordinator.

### STA 5.2 Entitlements

1. Registration, accommodation, and per diem fees for one conference, symposium or institute (Maximum \$3000.00 per member, per academic year)
2. Airfare and ground transportation (if taken) from “Point of Departure” to the course location in accordance with the 48-hour rule.
  - a. No maximum of air travel costs will apply if the point of departure is from your home community in Nunavut in accordance with the 48-hour rule.
  - b. Ground transportation:
    - Airport shuttles
    - Taxis to and from the airport and taxis between the conference venue and accommodations.



- c. A member could make application to the PD Council for additional travel funds. This can be made by writing a letter outlining the benefits that the conference, symposium or institute would have on students and your practice.
- d. A maximum of \$500.00 for air travel within southern Canada if 'point of departure' is your southern summer residence in accordance with the 48-hour rule.

### STA 5.3 Application Deadline

Applications should be submitted **through the PD Database by May 30th.**

### STA 5.4 Leave Application Process

Members planning to attend conferences, symposiums, or institutes outside of Nunavut during working days must complete the following process to request leave:

1. If a submitted application meets the eligibility criteria outlined in the guidelines above, it will receive tentative approval. At this stage, the member will be contacted by the PD Coordinator and asked to complete a Leave Application in collaboration with their principal.
2. The Leave Application must be coded as "Union Business for Professional Development".
3. Members must also complete a Southern Travel Authorization (STA) form to accompany the Leave Application. This form should include a detailed proposed travel itinerary and daily conference schedule.
4. The completed Leave Application and Southern Travel Authorization form must be signed by both the member and the principal, and submitted via email to the PD Coordinator  
*Note: Leave Applications for this funding program should NOT be submitted directly to the RSO.*
5. The PD Coordinator will review the documents for completeness and accuracy, then forward them, along with other supporting documentation, to the Human Resources division at the Department of Education.
6. Human Resources will coordinate the review and required signatures from the Superintendent, Assistant Deputy Minister and/or Deputy Minister as applicable.
7. Once fully signed, the Leave Application and STA form will be returned to the member via their Regional School Operations.
8. Members must then email copies of the fully signed Leave Application and STA form to the PD Coordinator.

### STA 5.5 Reimbursement

For reimbursement, please upload your receipts to:

**The PD Database (<https://pdis.ntanu.ca>)**

*Note: It is the responsibility of the member to submit the correct receipt information regarding their registration and accommodation fees. Where the registration fee includes other costs such as meals etc., the NTA will not reimburse.*

## Education Leave

### Policy EDL 1: One-Year Education Leave

#### EDL 1.1 Eligibility Criteria

In order to be considered for Education Leave, applicants must at the time of application:

- a) Be NTA members in good standing;
- b) Be an active full-time NTA member within Nunavut for a minimum of 4 complete consecutive academic years (40 months of teaching). (i.e. you will be teaching in at least your 5th year in Nunavut);
- c) Have an indeterminate teaching contract at the time of the application or a term contract of sufficient duration to meet the obligations outlined in 1.11; and
- d) If you have received any type of Education Leave (i.e. LWA and/or LWOA) in the past, you may apply again in the 5th year of **consecutive employment** after returning from that Ed Leave.

#### EDL 1.2 Entitlements

There are two types of Education Leave awarded:

##### **LWA                      Leave With Allowances:**

- Salary (100% of your Current Salary)
- Northern Allowance if residing in Nunavut to complete your approved program of study
- Removal costs if leaving home community to complete your approved program of study. Removal costs shall be to a maximum of two-times (2X) the amount listed in Policy EDL 1.12 based upon the member's dependant, and furnished or unfurnished housing status
- Tuition costs for you approved program of study

##### **LWOA                    Leave Without Allowances**

- Removal costs if leaving home community to complete your approved program of study. Removal costs shall be to a maximum of two-times (2X) the amount listed in Policy EDL 1.12 based upon the member's dependant, and furnished or unfurnished housing status
- Tuition costs for your approved program of study

#### EDL 1.3 Application Procedures

The candidate must submit:

- A fully completed and signed application form
- A copy of their PD Log for the last five years.
- Identify if a translator will be required for the telephone interview.
- Two (2) written reference forms.
  - Note: Each candidate's immediate supervisor (i.e., their Principal, or Superintendent/Director General if they are a Principal) will be contacted by the PD Coordinator to set up a short interview (all interviews will be conducted by the

four members of the Education Leave Committee). Consequently, the immediate supervisor cannot be used for a reference.

- Applicant will identify who will be the telephone interview – immediate supervisor or SOS or Executive Director of RSO/CSFN; the telephone interviewee cannot be a written reference

Education Leave applications will be signed by the Executive Director before they are submitted to the ELC

### EDL 1.4 Acceptable Programs

Applications with AQ type courses will not be considered by the ELC-unless teachers can meet the requirements of being a full-time student as required under the Education Leave Policy and be registered in a recognized accredited program.

**Only training that is in line with the educational beliefs, values and pedagogy of the Nunavut education system will be deemed viable for education leave.**

**Teachers must meet the requirements of being a full-time student for each semester as outlined by the education institution.**

### EDL 1.5 Deadlines

Deadline for applications: **February 5th**, 12:00 midnight EST

**This application can be completed through the PD Database (<https://pdis.ntanu.ca>)**

Applications sent through the online database, or by email before the deadline will be accepted. Please keep an original copy on file.

The PDC PD Fund Administrator and/or PD Coordinator will make every effort to contact applicants upon receiving applications and reference forms. Reference forms may be sent by the applicant or by your chosen reference persons.

The candidate must also **be prepared and available for a personal interview by the ELC (Education Leave Committee)** at a prearranged time.

### EDL 1.6 Selection Process for Education Leave Applications

1. All applications are reviewed by the PD Coordinator to ensure that they are complete and that the applicants meet the eligibility requirements
  - i. Candidates who submit incomplete applications are notified of what they are missing and the deadline by which to comply.
  - ii. any part of the application is missing or incomplete (i.e., missing reference letter, PD Log, page(s) from the application) after the application deadline, it will be considered ineligible for review by the Education Leave Committee.

2. All eligible applications are copied and prepared for the Education Leave Committee (ELC) members.
3. Prior to the *selection meeting*, the PD Coordinator and ELC members discuss and clarify the rules/criteria of selection as outlined by the PDC.
4. Prior to the *selection meeting*, the PD Coordinator establishes a timetable for the telephone interviews to be held by the ELC.
5. At the *selection meeting*, the ELC reviews the procedures, rules and guidelines for the selection process prior to receiving the applications.
6. Regardless of the number of applications, the ELC will review all complete submissions.
7. At the *selection meeting*, the ELC members participate in telephone interviews with applicants and supervisors and proceed to analyze and evaluate each application individually.
8. At the *selection meeting*, the ELC members then discuss their individual evaluations on a candidate-by-candidate basis. The ELC comes to a consensus on evaluations for each criterion and these are then entered into a tabulation database.
9. Once all candidates have been rated, the ELC members are shown the rankings of the results, without any candidate's names shown. Final awarding of leaves is then done based on the decision-making process outlined below. (EDL 1.7)
10. The ELC establishes how many leaves and what types are to be offered and also establishes a list of alternates should a leave be denied.
11. The PD Coordinator reports the results of the ELC's decisions to the PDC and also communicates the final decisions of the ELC to all candidates.

The decisions with regards to the granting of Education Leaves is done by the ELC in the most equitable manner possible based on the individual merits of the applications and the selection guidelines outlined by the PDC.

#### EDL 1.7 Education Leave - Decision-Making Process

- a) To be eligible for Education Leave candidates must score a minimum of 65% on the criteria outlined within EDL 1.9. At this point all candidates who have not scored 65% or higher will be removed from the selection process.
- b) All applications are ranked according to the criteria outlined within EDL 1.9.
- c) Initial education leave recipients are identified and in the following priority ranking;
  1. Applicants seeking a Bachelor of Education
  2. All other applicants who have not received Ed Leave in the past
  3. Applicants who have received Education Leave in the past.
- d) Costs are calculated for that recipient. Surplus funds, if any, are evaluated.
- e) If sufficient funds exist, the committee will continue to award education leave with allowances according to the ranking of applicants.
- f) The names of two alternate recipients for leave with allowances will be identified according to the original ranking (in case any recipients of leave with allowances decline). These candidates will be named in order.
- g) At this point all candidates who have answered NO to question #10 on the application form will be removed from the selection process.
- h) If sufficient funds remain, the committee will offer education leave(s) without allowances. The candidate(s) will be chosen according to the original ranking.

- i) The names of three alternate recipients for leave without allowances will be identified according to the original ranking (in case any recipients of leave without allowances decline). These candidates will be named in order.
- j) Notwithstanding 1.6.7 above, a candidate named as an alternate for leave with allowances may also be offered leave without allowances (given that the candidate answered YES to question #10 on the application forms).
- k) Education leave (both with and without allowances) will be subject to operational requirements.

Note: The appeals process will follow Policy 6 as outlined in Section One.

#### **EDL 1.8 PD Substantiation and Education Leave Recipients**

Because of Policy 5, if any recipient of Education Leave owes money to the PD Fund after **April 16th**, their Education Leave will be forfeited and given to the next available recipient as established by the ELC.

**EDL 1.9 Evaluation Criteria for Education Leave Applications**

The Education Leave Committee (ELC) will use the following criteria/point system in determining leaves:

<b>Criteria</b>		<b>Points</b>
1	Years of teaching in <u>Nunavut</u> (1.5 points per year - max of 10 years)	15
2	a) Seeking a Bachelor of Education or a program that would enhance their Inuktitut Language skills.	15
	b) Seeking a first Master's Degree in an education related field <u>or</u>	10
	c) Seeking a Diploma or Certificate in an education related field or a second Master's Degree	5
3	a) Speaks an Inuit Language	2
	b) Receiving the language allowance and/or teaching subjects in Inuktitut	3
	c) Is Nunavut Inuit	5
4	Support for School Programs	10
5	Leadership in the Profession	10
6	Community Involvement	5
7	Future Contributions upon return from education leave	10
8	Effective Team Member	5
9	Evidence of lifelong learning (review of all PD Logs provided)	5
10	Interview with Immediate Supervisor	10
11	Written Reference # 1	5
12	Written Reference # 2	5
13	Personal Interview	10
<b>Total Possible Points</b> (To be eligible for Ed. Leave candidates must score a minimum of 65%)		<b>115</b>

## EDL 1.10 Reference Forms

You will require written references from two (2) people.

Only two reference forms will be examined by the committee.

It is suggested that your reference forms come from among the following persons:

- Superintendent of Schools,
- Campus Director,
- Professional Colleagues,
- Principal/ Assistant Principal,
- DEA Chair or member,
- Executive Director,
- Past course instructor or Professor.

In your reference letters, referees should include information outlining:

- Why they think you would be a good candidate for Education Leave
- Why they think you would be successful
- How they see your completion of this program will enhance your contribution to the school and your professional practice

Note: Do not use your immediate supervisor as a written reference as they will be interviewed by telephone.

## EDL 1.11 Obligations

- 1.11.1** If you are granted Education Leave with allowances (LWA) for one year, you will be obligated to return to employment as an NTA member for two (2) years directly upon the end of your approved program.
- 1.11.2** Members granted Education leave without allowances (LWOA) for one year will be obligated to return to employment as an NTA member for one (1) year directly upon the end of your approved program.
- 1.11.3** You will be required to sign an agreement obligating you to return to the service of the employer, as an NTA member, for the time periods mentioned above.
- 1.11.4** The teacher shall submit for approval by PDC a full and complete description of any and all courses in which the teacher proposes to register before any portion of the cost to the teacher to attend the program is paid. The Fund shall not pay any amount incurred or to be incurred by the teacher if the amount is not, in the opinion of the PDC, a cost to the teacher to attend the program;
- 1.11.5** Upon completion of each term of the program, the teacher shall provide a certified copy of a transcript or such other report from the educational institution the teacher is attending as may be required by PDC. The transcript or report shall set out all marks or other results obtained by the teacher in the courses forming part of the program to what is considered a full-time student by the education institution; and,

**1.11.6** The teacher shall make progress in the program that, in the opinion of PDC, is satisfactory.

**1.11.7** Failure to fulfill any/all of the obligations listed above (Ex. complete the required service upon return) shall result in repayment of monies received by you with respect to the leave.

### EDL 1.12 Removals

	<b>Unfurnished Without Dependants</b>	<b>Unfurnished With Dependants</b>	<b>Furnished Without Dependants</b>	<b>Furnished With Dependants</b>
<b><u>Qikiqtani</u></b>				
Arctic Bay	\$8,287	\$13,812	\$6,215	\$10,359
Clyde River	9,058	15,096	6,793	11,322
Grise Fiord	10,638	17,730	7,979	13,298
Igloolik	8,233	13,722	6,175	10,292
Iqaluit	6,170	10,284	4,628	7,713
Kimmirut	6,732	11,220	5,049	8,415
Kinngait	7,729	12,822	5,797	9,662
Pangnirtung	7,376	12,294	5,532	9,221
Pond Inlet	10,066	16,776	7,549	12,582
Qikiqtarjuaq	8,042	13,404	6,032	10,053
Resolute Bay	8,338	13,896	6,032	10,422
Sanikiluaq	4,979	8,298	3,734	6,224
Sanirajak	8,233	13,722	6,175	10,292
<b><u>Kivalliq</u></b>				
Arviat	5,152	8,586	3,864	6,440
Baker Lake	7,085	11,808	5,314	8,856
Chesterfield Inlet	5,994	9,990	4,496	7,493
Coral Harbour	7,988	13,314	5,991	9,986
Rankin Inlet	5,180	8,634	3,885	6,476
Naujaat	7,988	13,314	5,991	9,986
Whale Cove	5,944	9,906	4,458	7,430
<b><u>Kitikmeot</u></b>				
Cambridge Bay	5,022	8,370	3,767	6,278
Gjoa Haven	8,021	13,368	6,016	10,026
Kugaaruk	8,935	14,892	6,701	11,169
Kugluktuk	4,964	8,274	3,723	6,206
Taloyoak	8,554	14,256	6,415	10,692



### EDL 1.13 Application Requirements

**Incomplete applications will NOT be considered by the ELC. The application form, copy of PD Log and reference forms can be sent in separately but must be received before the deadline.**

It is ultimately the applicant's responsibility to contact the NTA PD Coordinator to ensure their application file is complete prior to the February 5th deadline.

**All applications and reference forms must be received on or before February 5th (12:00 midnight EST). They can either be completed and submitted through the PD database or the downloadable copy can be completed and emailed to either:**

Shannon Hessian  
[shessian@ntanu.ca](mailto:shessian@ntanu.ca)  
PD Coordinator

Craig MacGregor  
[cmacgregor@ntanu.ca](mailto:cmacgregor@ntanu.ca)  
PD Coordinator

Marsha Rhodes  
[mrhodes@ntanu.ca](mailto:mrhodes@ntanu.ca)  
PD Coordinator

#### **Education Leave Application Process:**

- 1) Start your application process early (at least 1 month in advance), gather all necessary information to put together a strong application.
- 2) Contact your reference persons early
  - a. You need two written references, from within the educational community, give them enough time to do a good job.
  - b. Identify the immediate supervisor who will conduct a telephone interview about you; meet with them to discuss your application.
  - c. Inform your reference persons of the deadline
- 3) Add recent updates to your current PD Log and submit it with your application.
- 4) Fill out the application form fully. Provide detailed answers.
- 5) Phone the NTA PD Fund Administrator and/or PD Coordinator to ensure that your application has been received and is complete PRIOR to **February 5th**.

**If you have any questions about the Education Leave process you may contact:**

Shannon Hessian  
PD Coordinator  
[shessian@ntanu.ca](mailto:shessian@ntanu.ca)  
Phone (867) 979-0750 x 3

Craig MacGregor  
PD Coordinator  
[cmacgregor@ntanu.ca](mailto:cmacgregor@ntanu.ca)  
(867) 979-0750 x 4

Marsha Rhodes  
PD Coordinator  
[mrhodes@ntanu.ca](mailto:mrhodes@ntanu.ca)  
(867) 979-0750

## Policy EDL 2: Short-Term PDC Education Leave

### EDL 2.1 Criteria and Guidelines

This program is intended to assist NTA members towards completing their B.Ed. degrees within Nunavut; in all cases the PDC reserves the right to determine the appropriate amounts of support. The following guidelines may change without notice.

### EDL 2.2 Eligibility Criteria

In order to be considered for PDC Short Term Education Leave, applicants must at the time of application:

- a) Be NTA members in good standing
- b) Have successfully completed your probationary period within Nunavut.
- c) Have an indeterminate teaching contract at the time of the application or a term contract of sufficient duration to meet the obligations outlined in 2.7.1
- d) Have 4 or less courses necessary to complete their B.Ed. degree.
- e) Sponsorship is available only for courses leading towards the completion of their B.Ed. degree.
- f) Have approved leave from their RSO/CSFN, subject to operational requirements.
- g) Provide documentation showing proof that the course applied for will lead towards meeting the degree requirement.

PDC may waive one or all of the above eligibility criteria on a case-by-case basis

### EDL 2.3 Entitlements

- a) Return trip airfare transportation from home community to a Nunavut campus, **for NTA member only.**
- b) Salary
- c) Tuition
- d) Accommodation (at an PDC acceptable rate), if not taking course in home community to a maximum of 28 days, **for NTA member only.**
- e) 48-hour rule applies to accommodation and transportation
- f) Per diem allowance (meals and incidentals) **are not** eligible expenses.

### EDL 2.4 Application Procedures

**This application can be completed through the PD Database (<https://pdis.ntanu.ca>) or via email. For the downloadable application forms please go to <http://ntanu.ca/professional-development/>.**

The candidate must consider / include in their application process:

- A fully completed and signed application should be submitted (whenever possible), at least **60 days prior** to course start date.
- Two written reference forms. One of which must be from their principal.
- Transcript from the college and a letter of acceptance to the program / courses that they intend to enroll clearly identifying the timeline and location of the course.
- Note: Approved leave documentation from the RSO/CSFN must be received prior to course commencement.

Questions, concerns and requests for assistance with the application process can be directed to:

Shannon Hessian  
PD Coordinator  
867-979-0750 x 3  
[shessian@ntanu.ca](mailto:shessian@ntanu.ca)

Craig MacGregor  
PD Coordinator  
867-979-0750 x 4  
[cmacgregor@ntanu.ca](mailto:cmacgregor@ntanu.ca)

Marsha Rhodes  
PD Coordinator  
867-979-0750  
[mrhodes@ntanu.ca](mailto:mrhodes@ntanu.ca)

## EDL 2.5 Approval Process

The Professional Development Coordinator will make determination on applications based on direction given to them by the PDC. Applications will be processed on a “first come-first served basis” requiring selection meetings as applications are received. There is a limit to the number of applications that will be approved each year based on the budget for short-term education leave set aside by the PDC. The PDC may allocate additional funds toward the short-term education leave program.

**2.5.1** All applications are reviewed by the PD Coordinator and PD Fund Administrator to ensure that they are complete and that the applicants meet the eligibility requirements:

- i. Ineligible applications are removed at this point and the applicants are notified.
- ii. Eligible but Incomplete applications are notified of what they are missing and a deadline by which to comply.

**2.5.2** All eligible applications are copied and prepared for the Education Leave Committee (ELC) members.

**2.5.3** Prior to the *selection meeting(s)*:

- a) The PDC establishes how many leaves and what types are to be offered and also establishes the procedure to establish a list of alternates should a leave be denied.
- b) The PD Coordinator and ELC members discuss and clarify the rules/criteria of selection as outlined by the PDC

**2.5.4** At the *selection meeting(s)* the ELC reviews the procedures, rules and guidelines for the selection process prior to receiving the applications.

**2.5.5** At the *selection meeting(s)*, the ELC members then discuss their individual evaluations on a candidate-by-candidate basis. A decision is then made whether to grant the leave or not.

**2.5.6** The PD Coordinator reports the results of the ELC's decisions to the PDC and also communicates the final decisions of the ELC to all candidates.

*The decisions with regards to the granting of Short-Term Education Leaves is done by the ELC in the most equitable manner possible based on the individual merits of the applications and the selection guidelines outlined by the PDC.*

## **EDL 2.6 Short-Term Education Leave - Decision-Making Process**

**2.6.1** All applications are decided upon according to the criteria outlined within EDL 2.2.

**2.6.2** Costs are calculated and surplus funds, if any, are evaluated.

**2.6.3** If sufficient funds exist, the committee will then decide upon the number of possible remaining leaves for that academic year.

**2.6.4** If sufficient funds remain, the committee will offer additional opportunities for applications to this program.

## **EDL 2.7 Obligation**

**2.7.1** If you are granted Short -Term Education Leave, you will be obligated to return to (continue) employment as an NTA member for one full year following the current academic year; (i.e. the year that the Short -Term Education Leave was taken)

**2.7.2** You will be required to sign an agreement obligating you to return to the service of the employer, as an NTA member, for the time periods mentioned above.

**2.7.3** The teacher shall submit for approval by PDC a full and complete description of any and all courses in which the teacher proposes to register before any portion of the cost to the teacher to attend the program is paid. The Fund shall not pay any amount incurred or to be incurred by the teacher if the amount is not, in the opinion of the PDC, a cost to the teacher to attend the program;

**2.7.4** Upon completion of the course, the teacher shall provide a certified copy of a transcript or such other report from the educational institution the teacher is attending as may be required by PDC. The transcript or report shall set out all marks or other results obtained by the teacher in the courses attended; and,

Upon completion of the course, the teacher shall provide a certified copy of a transcript to the Teacher Certification Registrar and request a salary re-evaluation. Upon completion of their Bachelor of Education degree, the teacher shall provide a certified copy of their transcript indicating the granting of their degree to the Teacher Certification Registrar. The Teacher Certification Registrar can be contacted at [TeacherRegistrar@gov.nu.ca](mailto:TeacherRegistrar@gov.nu.ca)

**2.7.5** The teacher shall make progress in the course(s) that, in the opinion of PDC, is satisfactory.

**2.7.6** Failure to fulfill any/all of the obligations listed above (Ex. complete the required service upon return, not complete the course) shall result in repayment of monies received by you with respect to the Short-term Education Leave.

## Policy EDL 3: NTA Multi-Year Education Leave for NTEP

### EDL 3.1 Criteria and Guidelines

This program is intended to assist NTA members towards completing their B.Ed. degrees **within Nunavut**; in all cases the PDC reserves the right to determine the appropriate amounts of support. The following guidelines may change without notice.

### EDL 3.2 Eligibility Criteria

In order to be considered for Multi-Year Education Leave for NTEP, applicants must at the time of application:

- a) Be NTA members in good standing
- b) Have successfully completed their probationary period within Nunavut.
- c) Have an indeterminate teaching contract at the time of the application or a term contract of sufficient duration to meet the obligations outlined in EDL 3.11.
- d) Need one or more years to complete their B.Ed. degree.
- e) Sponsorship is available only for the Nunavut Teacher Education Program through Nunavut Arctic College.

The Professional Development Council may waive one or all of the above eligibility criteria on a case-by-case basis

### EDL 3.3 Entitlements

Recipients of Multi-Year Education Leave for NTEP receive the following support for the total number of years required to complete their Bachelor of Education degree:

- Salary (100% of your Current Salary)
- Northern Allowance
- Removal costs if leaving home community to complete your approved program of study. Removal costs shall be to a maximum of two-times (2X) the amount listed in Policy EDL 1.12 based upon the member's dependant and furnished or unfurnished housing status.
- Tuition costs for you approved program of study

### EDL 3.4 Application Procedures

The candidate must submit:

- A fully completed and signed application form
- A copy of their current PD Log for the last five years (or years of NTA employment if less than five years)
- Identify if a translator will be required for the telephone interview.
- Two (2) written reference forms.

- Note: Each candidate's immediate supervisor (i.e., their Principal, or Superintendent/Director General if they are a Principal) will be contacted by the PD Coordinator to set up a short interview (all interviews will be conducted by the

four members of the Education Leave Committee). Consequently, the immediate supervisor cannot be used for a reference.

- Applicant will identify who will be the telephone interview – immediate supervisor or SOS or Executive Director of RSO/CSFN; the telephone interviewee cannot be a written reference

**Education Leave applications will be signed by the Executive Director before they are submitted to the ELC**

### EDL 3.5 Requirements

Recipients must meet the requirements of being a full-time student for each semester as outlined by Nunavut Arctic College and their partner university. Recipients must make adequate progress each year to continue receiving funding for subsequent years.

Deadline for applications: **February 5th, 12:00 midnight EST**

**This application can be completed through the PD Database (<https://pdis.ntanu.ca>)**

Applications sent through the online database, or by email before the deadline will be accepted. Please keep an original copy on file.

The PDC PD Fund Administrator and/or PD Coordinator will make every effort to contact applicants upon receiving applications and reference forms. Reference forms may be sent by the applicant or by your chosen reference persons.

The candidate must also **be prepared and available for a personal interview by the ELC (Education Leave Committee)** at a prearranged time.

### EDL 3.6 Selection Process for Multi-Year Education Leave for NTEP Applications

1. All applications are reviewed by the PD Coordinator to ensure that they are complete and that the applicants meet the eligibility requirements
  - iii. Candidates who submit incomplete applications are notified of what they are missing and the deadline by which to comply.
  - iv. any part of the application is missing or incomplete (i.e., missing reference letter, PD Log, page(s) from the application) after the application deadline, it will be considered ineligible for review by the Education Leave Committee.
2. All eligible applications are copied and prepared for the Education Leave Committee (ELC) members.
3. Prior to the *selection meeting*, the PD Coordinator and ELC members discuss and clarify the rules/criteria of selection as outlined by the PDC.
4. Prior to the *selection meeting*, the PD Coordinator establishes a timetable for the telephone interviews to be held by the ELC.
5. At the *selection meeting*, the ELC reviews the procedures, rules and guidelines for the selection process prior to receiving the applications.
6. Regardless of the number of applications, the ELC will review all complete submissions.

7. At the *selection meeting*, the ELC members participate in telephone interviews with applicants and supervisors and proceed to analyze and evaluate each application individually.
8. At the *selection meeting*, the ELC members then discuss their individual evaluations on a candidate-by-candidate basis. The ELC comes to a consensus on evaluations for each criterion and these are then entered into a tabulation database.
9. Once all candidates have been rated, the ELC members are shown the rankings of the results, without any candidate's names shown. Final awarding of leaves is then done based on the decision-making process outlined below. (EDL 3.7)
10. The ELC establishes how many leaves and also establishes a list of alternates should a leave be denied.
11. The PD Coordinator reports the results of the ELC's decisions to the PDC and also communicates the final decisions of the ELC to all candidates.

The decisions with regards to the granting of Multi-Year Education Leave for NTEP is done by the ELC in the most equitable manner possible based on the individual merits of the applications and the selection guidelines outlined by the PDC.

### EDL 3.7 Multi-Year Education Leave for NTEP - Decision-Making Process

- a) To be eligible for Education Leave candidates must score a minimum of 70% on the criteria outlined within EDL 3.9. At this point all candidates who have not scored 70% or higher will be removed from the selection process.
- b) All applications are ranked according to the criteria outlined within EDL 3.9.
- c) Costs are calculated for that recipient. Surplus funds, if any, are evaluated.
- d) If sufficient funds exist, the committee will continue to award education leave according to the ranking of applicants.
- e) The names of two alternate recipients will be identified according to the original ranking (in case any recipients decline). These candidates will be named in order.
- f) Multi-Year Education Leave for NTEP will be subject to operational requirements.

Note: The appeals process will follow Policy 6 as outlined in Section one.

### EDL 3.8 PD Substantiation and Education Leave Recipients

Because of Policy 5, if any recipient of Multi-Year Education Leave for NTEP owes money to the PD Fund after **April 16th**, their education leave will be forfeited and given to the next available recipient as established by the ELC.



**EDL 3.9 Evaluation Criteria for Multi-Year Education Leave for NTEP Applications**

The Education Leave Committee (ELC) will use the following criteria/point system in determining leaves:

<b>Criteria</b>		<b>Points</b>
1	Years of teaching <u>in Nunavut</u> (1.5 points per year - max of 10 years)	15
2	Support for School Programs	10
3	Leadership in the Profession	10
4	Community Involvement	5
5	Future Contributions upon return from education leave	10
6	Effective Team Member	10
7	Evidence of lifelong learning (review of all PD Logs provided)	10
8	Interview with Immediate Supervisor	10
9	Written Reference # 1	10
10	Written Reference # 2	10
11	Personal Interview	10
<b>Total Possible Points</b> Candidates must score a minimum of 65%. At the request of the Education Leave Committee, the Professional Development Council may waive this requirement in exceptional circumstances.		<b>110</b>

### EDL 3.10 Reference Forms

You will require written references from two (2) people.

Only 2 reference forms will be examined by the committee.

It is suggested that your reference forms come from among the following persons:

- Superintendent of Schools,
- Campus Director,
- Professional Colleagues,
- Principal/ Assistant Principal,
- DEA Chair or member,
- Executive Director,
- Past course instructor or Professor.

In your reference letters referees should include information outlining:

- Why they think you would be a good candidate for Education Leave
- Why they think you would be successful
- How they see your completion of this program will enhance your contribution to the school and your professional practice

Note: Do not use your immediate supervisor as a written reference as they will be interviewed by telephone.

### EDL 3.11 Obligations

- 311.1** If you are granted Multi-Year Education Leave for NTEP, you will be obligated to return to employment as an NTA member for two (2) years directly upon the end of your approved program.
- 311.2** You will be required to sign an agreement obligating you to return to the service of the employer, as an NTA member, for the time periods mentioned above.
- 3.11.3** The teacher shall submit for approval by PDC a full and complete description of any and all courses in which the teacher proposes to register before any portion of the cost to the teacher to attend the program is paid. The Fund shall not pay any amount incurred or to be incurred by the teacher if the amount is not, in the opinion of the PDC, a cost to the teacher to attend the program;
- 3.11.4** Upon completion of each term of the program, the teacher shall provide an official copy of a transcript or such other report from Nunavut Arctic College or the university partner as may be required by PDC. The transcript or report shall set out all marks or other results obtained by the teacher in the courses forming part of the program to what is considered a full-time student by the education institution; and,
- 3.11.5** The teacher shall make progress in the program that, in the opinion of PDC, is satisfactory.

**3.11.6** Failure to fulfill any/all of the obligations listed above (Ex. complete the required service upon return) shall result in repayment of monies received by you with respect to the leave.

### EDL 3.12 Removals

	<b>Unfurnished Without Dependants</b>	<b>Unfurnished With Dependants</b>	<b>Furnished Without Dependants</b>	<b>Furnished With Dependants</b>
<b><u>Qikiqtani</u></b>				
Arctic Bay	\$8,287	\$13,812	\$6,215	\$10,359
Clyde River	9,058	15,096	6,793	11,322
Grise Fiord	10,638	17,730	7,979	13,298
Igloolik	8,233	13,722	6,175	10,292
Iqaluit	6,170	10,284	4,628	7,713
Kimmirut	6,732	11,220	5,049	8,415
Kinngait	7,729	12,822	5,797	9,662
Pangnirtung	7,376	12,294	5,532	9,221
Pond Inlet	10,066	16,776	7,549	12,582
Qikiqtarjuaq	8,042	13,40,	6,032	10,053
Resolute Bay	8,338	13,896	6,032	10,422
Sanikiluaq	4,979	8,298	3,734	6,224
Sanirajak	8,233	13,722	6,175	10,292
<b><u>Kivalliq</u></b>				
Arviat	5,152	8,586	3,864	6,440
Baker Lake	7,085	11,808	5,314	8,856
Chesterfield Inlet	5,994	9,990	4,496	7,493
Coral Harbour	7,988	13,314	5,991	9,986
Rankin Inlet	5,180	8,634	3,885	6,476
Naujaat	7,988	13,314	5,991	9,986
Whale Cove	5,944	9,906	4,458	7,430
<b><u>Kitikmeot</u></b>				
Cambridge Bay	5,022	8,370	3,767	6,278
Gjoa Haven	8,021	13,368	6,016	10,026
Kugaaruk	8,935	14,892	6,701	11,169
Kugluktuk	4,964	8,274	3,723	6,206
Taloyoak	8,554	14,256	6,415	10,692

### EDL 3.13 Application Requirements

**Incomplete applications will NOT be considered by the ELC. The application form, copy of PD Log and reference forms can be sent in separately but must be received before the deadline.**

It is ultimately the applicant's responsibility to contact the NTA PD Coordinator to ensure their application file is complete prior to the February 5th deadline.

**All applications and reference forms must be received on or before February 5th (12:00 midnight EST). They can either be completed and submitted through the PD database or the downloadable copy can be completed and emailed to:**

Shannon Hessian  
PD Coordinator  
[shessian@ntanu.ca](mailto:shessian@ntanu.ca)

Craig MacGregor  
PD Coordinator  
[cmacgregor@ntanu.ca](mailto:cmacgregor@ntanu.ca)

Marsha Rhodes  
PD Coordinator  
[mrhodes@ntanu.ca](mailto:mrhodes@ntanu.ca)

#### **Multi-Year Education Leave for NTEP Application Process**

- 1) Start your application process early (at least 1 month in advance), gather all necessary information to put together a strong application.
- 2) Contact your reference persons early
  - a. You need two written references, from within the educational community, give them enough time to do a good job.
  - b. Identify the immediate supervisor who will conduct a telephone interview about you; meet with them to discuss your application.
  - c. Inform your reference persons of the deadline
- 3) Add recent updates to your current PD Log and submit it with your application.
- 4) Fill out the application form fully. Provide detailed answers.
- 5) Phone the NTA PD Fund Administrator and/or PD Coordinator to ensure that your application has been received and is complete PRIOR to **February 5th**.

**If you have any questions about the Education Leave process you may contact:**

Shannon Hessian, PD Coordinator, [shessian@ntanu.ca](mailto:shessian@ntanu.ca)  
Phone (867) 979-0750

Craig MacGregor, PD Coordinator, [cmacgregor@ntanu.ca](mailto:cmacgregor@ntanu.ca)  
Phone (867) 979-0750

Marsha Rhodes, PD Coordinator, [mrhodes@ntanu.ca](mailto:mrhodes@ntanu.ca)  
Phone (867) 979-0750

## Specialist Councils

### Policy STA 6: Specialist Councils

#### STA 6.1 Purpose

Specialist Councils allow members sharing the same disciplines or interests to:

- a. provide a communication link among members so that topics of common concern can be addressed (for example: preparing and distributing newsletters and flyers, surveys),
- b. assist in the professional development of NTA members through communication and the provision of professional experiences (for example: conducting tele-conferences, symposiums, focus groups and information sessions)
- c. provide leadership in specific areas of education by making representation to the Association, to the Department of Education and to other educational agencies on behalf of the Specialist Council Membership (for example: responding to curriculum documents)
- d. address any welfare or social issues with direct relevance to student learning
- e. establish affiliations with provincial, national, regional and or North American counterpart organizations. This could include participation at workshops and meetings.

#### STA 6.2 PDC Funding for Specialist Councils

The funding amounts established by the PDC are as follows:

##### Level 1 \$ 2,000.00 Investigation Funding

This money is used to cover costs incurred during an investigation of the possibility of setting-up a particular Specialist Council (production of a questionnaire, conference calls, mailings, a basic internet package, release costs etc.). These funds can be accessed at the start-up of a specialist council. If there is a gap in operation of three or more years, the council can apply to the PDC for additional start-up funds.

Proposals may be submitted on the PD Database (<https://pdis.ntanu.ca>) to the PDC (through the PD Coordinator) at any time during the school year. The PDC meets 10 times per year (face to face and TEAMS). The PD Coordinator will present all proposals to the PDC for approval.

The proposal for Level 1 (investigation funding) must include:

- a) the full name of the proposed Specialist Council
- b) the general potential objectives of the Specialist Council
- c) the names of person(s) involved in the investigation
- d) the name of a designated person for substantiation of Level 1 funding

At the end of the academic year, the council will provide the PDC with a report of minutes of meetings and/or a report of activities outlining the above.

### Level 2 On-going Funding

This money (per funded year) is to be used for established Specialist Councils to help defray their operational costs and the costs of their initiatives. The Specialist's Council may possibly utilize Special Project Funding to allow for face-to-face meetings.

Established Specialist Councils will apply for on-going funding by applying on the PD Database (<https://pdis.ntanu.ca>). This money is used to cover ongoing costs of Specialist Council (conference calls, newsletters, communications, translation, a basic internet package, sub-costs etc.). For the facilitation of a face-to-face meeting the money could cover airfare, accommodation, sub-costs, per diem s, meeting spaces, interpretation and translation, materials that support the learning, guest speakers and nutritional breaks.

Specialist Council members must receive approved leave from their RSO/CSFN if meeting occur during sessional time. Councils are encouraged to minimize time away from school, scheduling sessions in the evenings, over weekends, and during PD Week when possible.

This form will be completed yearly as Executive members may change.

At the end of the academic year, the council will provide the PDC with a report of minutes of meetings and/or a report of activities outlining the above. Updated goals and objectives must be included with the application.

If you have any questions regarding Specialist Councils, their operation and funding, please contact the PD Coordinator.

### **STA 6.3 Substantiation of Funding**

All funding amounts (Level 1 and 2) must be substantiated. The designated person (Secretary-Treasurer) must submit all receipts and an expenditure report to the PD Coordinator's office by the end of June each year. As well, established Specialist Councils must submit (as proof of operation), one of the following each June:

- a) a written report (at least 1 to 2 pages) describing the activities of the Council during the preceding year, or
- b) copies of minutes of the meeting(s)/conference call(s) that the group has held during the preceding year.
- c) and provide 5-20 slides or photos with quotes of comments on the professional learning activity and the impact of the learning on the member's practice.

#### **STA 6.4 Assistance of the PD Staff**

The PD Staff will assist Specialist Councils with some logistical and financial support, arranging translation of necessary material and any other reasonable duties that will help foster the well-being of Specialist Councils.

**This application and substantiation can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>)**

## Special Project Funding

### Policy STA 7: Special Project Funding

Special project funding may be accessed by a group of members who are organizing a PD activity that supports goals identified by the Department of Education and/or the school's improvement plan.

To access special project funding the group must write a proposal and apply on the PD Database (<https://pdis.ntanu.ca>). The application and proposal must be submitted to the PD Coordinator 60 days before the proposed activity takes place. The PDC will review the proposal for approval.

The proposal should highlight the following:

1. The focus/goal of the project and the impact the project will have on school improvement and student learning.
2. The selection process for members participating in your project (consider inclusivity and regional representation).
3. For mini conferences/symposiums include information on accommodations, meals, travel, presenters, and other specifics.
4. A draft budget.

The funds can be used to cover conference calls, communications, translation, a basic internet package, professional resources that support the professional learning, subscriptions, and presenters. For special projects that include face-to-face sessions the funds could cover airfare, accommodation, sub-costs, per diems, meeting spaces, interpretation and translation, guest speakers and nutritional breaks.

Members participating in a special project must receive approved leave from their RSO/CSFN if the activity occurs during sessional time. Members are encouraged to minimize time away from school, scheduling the activity over weekends, and during PD Week when possible.

#### STA 7.1 Substantiation of Funding

All funding must be substantiated. The designated person must submit the following to the PD Coordinator's office within 30 days of the completing the special project:

- a) a written report (at least 1 to 2 pages) describing the activities of the Project
- b) all receipts and an expenditure report
- c) 5-20 slides or photos with quotes of comments on the professional learning activity and the impact of the learning on the member's practice.

**This application and substantiation can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>). Additional information for the proposal can be uploaded into the database.**



## Action Research

### Policy STA 8: Action Research

#### What is Action Research?

Simply put, action research is classroom – based, teacher-directed research aimed at improving the quality of one’s teaching and of one’s students’ learning. It is directly tied to what we do as educators daily. It is a teacher or group of teachers asking a question about teaching and learning and then setting out to find some answers through research in their own class(es), schools, and communities. Action Research is professional development! Action research encourages reflective practice as educators and improves teaching. Action research helps us work as ‘designers’ who are creating and re-creating an effective learning environment for our students and an enriching teaching environment for ourselves.

*‘To carry off the concept of self-directed professional development, we, as teachers, must begin to think of ourselves as designers.’ (Clark, 1994, p.77)*

#### PD Council Support for Action Research

Meaningful professional growth is determined, owned, organized, and directed by, with, and for educators. Action research projects are a fine example of educator-led PD. Educators need time to question, think, reflect, observe, discuss, learn, plan and work individually and collectively on goals established for their professional lives. Taking on an Action Research Project is one way to create some supported ‘*questioning and thinking*’ time.

If you decide to pursue an Action Research project, you may be eligible for a grant of **\$2,000.00** from the Professional Development Council (PDC) as well as assistance from the PD Coordinator. We hope to hear from you.

The funds cover resources required to carry out the research activity, interpretation and translation, and sub-costs to write reports. To access Action Research funding the group must write a research proposal and apply on the PD Database (<https://pdis.ntanu.ca>). The application and proposal must be submitted to the PD Coordinator 60 days before the proposed research takes place. The PDC will review the proposal for approval.

The deadline for applications is March 1<sup>st</sup> and research must be completed at least two weeks before your last day of school

The report should include 5 to 20 slides with quotes or comments including how the activity has improved your practice. The slides may be shared at future NTA training sessions, events and the NTA websites.

**This application and substantiation can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>)**

## Mentorship Program

### Policy STA 9: Mentorship Program

The Mentorship Program available to Principals, Vice Principals, Learning Coaches, Student Support Teachers and Guidance Counselors, who have identified a professional learning goal or need related to their day-to-day duties. Applications for NTA members with unique non-classroom teaching assignments will be considered on a case-by-case basis. The funding amount is based on criteria listed in the accompanying guidelines.

#### STA 9.1 Guidelines

1. List the professional learning goal(s)/need(s), how it connects to your progression through the career stages (Transitional – Confident – Proficient – Lead) of the Nunavut Professional Standards for your role, and how it will benefit your practice.
2. Educator Development in collaboration with the RSO/CSFN or Education en Français will identify possible mentors.
3. Once a mentor is identified part two of the application can be completed.
4. A copy of your approved leave form from your RSO/CSFN must accompany your application.
5. List the mentor, school, and dates.
6. Include an itinerary for travel and professional learning sessions.
7. Include an estimate of the cost for accommodation, sub costs, per diem, and travel.
8. A copy of a signed mentor form must accompany your application.
9. The PDC reserves the right to deny an application where the learning goals are not consistent with reasonable education-oriented goals.
10. Applications will be considered until the annual budget line for this program has been exhausted.
11. Eligible members can apply once per academic year.

The following are examples of learning goals/needs;

- ✓ How to start the year...-orientation and expectation setting with staff during the first few weeks
- ✓ Assessment Literacy – how to use data to inform Education Program Planning decisions
- ✓ Education Program Planning – timetabling
- ✓ Fostering inter-agency communication and collaboration
- ✓ Supervision of staff, providing effective feedback, navigating the progressive discipline process
- ✓ Finance - resource management, budgeting, etc.
- ✓ School Safety and Crisis Response planning
- ✓ Elder, Land, Cultural, and Language Programming
- ✓ Inuuqatigiitsiarniq Policy - Establishing positive student behavior
- ✓ Duties: Standard, hidden (expected but not within job description), division between Admin.
- ✓ Training opportunities (in role, for others)
- ✓ Conflict Resolution: with Administration, with staff, with parents

- ✓ Checklist when “Acting”- needing to be aware of the Principal’s roles, how they may differ, and necessary implications
- ✓ Student Information System
- ✓ Edsby
- ✓ Staffing
- ✓ Literacy, Numeracy
- ✓ Behaviour management
- ✓ Leading change
- ✓ Parental Engagement
- ✓ Cultural Programming
- ✓ Assessing
- ✓ Libraries
- ✓ Third-party Funding
- ✓ Early Childhood Programs
- ✓ Working successfully with the DEAs
- ✓ Risk Management
- ✓ Coaching cycles

### STA 9.2 Entitlements

1. Accommodation
2. Sub Costs
3. Per Diem in accordance with current GN-established rates
4. Airfare Transportation (if taken) from “Point of Departure” to the mentor’s school in accordance with the 48-hour rule.
5. Upon successful completion of the mentorship program, the mentor will receive an honorarium of \$500.00.

### STA 9.3 Application Deadline

Applications should be submitted by April 1<sup>st</sup> using the online PD Database. **Applications are reviewed and approved by the PDC.**

### STA 9.4 Substantiation

A substantiation report, accommodation receipts, per diem form and airline ticket/travel receipt including boarding passes must be submitted through the online database within 30 days of completing the mentoring activity.

The report should include 5 to 20 slides with quotes or comments including how the activity has improved your practice. The slides may be shared at future NTA training sessions, events and on the NTA websites.

**This application and substantiation can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>)**

## Professional Learning Communities

### Policy STA 10: Professional Learning Communities

**Funding for Professional Learning Communities is to a maximum of \$5000 per PLC, per academic year (July 1<sup>st</sup> to June 30<sup>th</sup>). PLCs requiring additional funding can apply to the PD Council. Funding amount is based on criteria listed in the accompanying guidelines.**

#### STA 10.1 Guidelines

Applications for Professional Learning Communities activities may be submitted anytime during the year using the online PD Database.

Prior approval should be received before the Professional Learning Activity begins.

The application must include:

1. List the professional learning goal(s)/need(s) of the PLC and how it will benefit the collective practice of the members.
2. The name of the lead member and name(s) of participating members.
3. Name of school, time and dates of the planned professional learning activity.
4. The anticipated costs.
5. This funding is not to be used in combination with or to replace PD Funding used during the 5 days of Professional Development, sponsored by the PDC.
6. PLC activities occurring during the school year can take place during sessional time or after work hours (evenings, weekends, school breaks).
7. The school Principal must acknowledge the application in the PD database.

#### STA 10.2 Entitlements

1. Professional Resources
2. Membership to Professional Association
3. Professional Publications (journal)
4. Sub costs

#### STA 10.3 Substantiation

A substantiation report and receipts must be submitted through the online database within 30 days of completing the activity.

The report should include 5 to 20 slides with quotes or comments including how the activity has improved your practice. The slides may be shared at future NTA training sessions, events and on the NTA websites.

**This application and substantiation can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>)**

## Teaching Together (formerly International Collaboration for Education and Project Overseas)

### Background

- Teaching Together is a joint endeavor by the Canadian Teachers' Federation and its member affiliates to give professional assistance to fellow teachers in developing countries.
- The CTF seeks English and French-speaking Canadian teachers at the primary, elementary, and secondary levels who are interested in volunteering their time and talents to offer professional development in-service programs in partnership with teacher organizations in developing countries.
- Teaching Together is held during the months of July and August.
- Each year, over 50 Canadian teachers are chosen to volunteer on CTF's Teaching Together in countries throughout Africa and the Caribbean. Teams of Canadian teachers are formed in January and in-service projects take place in July.
- Participants must have a minimum of five years teaching experience in Canada before the Teaching Together assignment begins.
- Participants must be a Canadian Citizen and hold a Canadian passport valid for at least one year beyond the anticipated date of the program.

### Applying for Teaching Together

The completed application package must arrive at the NTA office by **November 1<sup>st</sup> (12:00 midnight EST)**, to be eligible for consideration by the Nunavut Professional Development Committee (PDC).

**This application can be completed and submitted through the PD Database (<https://pdis.ntanu.ca>) or via email. For the application forms please go to <http://ntanu.ca/professional-development/>**

If you have been an NTA selected candidate in the past, you may apply again however priority will be given to new applicants until the member is in the 3rd year of full-time teaching after returning from Teaching Together.

You must also include letters of recommendation from:

- Your present principal or superintendent;

To be considered, your application package must include the above-mentioned items, and you must be planning to return as an NTA member following participation in Teaching Together.

Short-listed applicants may be interviewed by telephone. Should that occur, you would be contacted about the interview process after the applications have been received and processed by the PDC.

The NTA's selected candidates will be recommended to Teaching Together at the Canadian Teachers' Federation.

Upon return from Teaching Together the participants must provide a report to the PDC and submit 5-20 slides or photos with quotes and comments on the professional learning activity and the impact of the learning on the member's practice.

If you have any questions about Teaching Together or the application and selection processes, please contact Shannon Hessian, Craig MacGregor, or Marsha Rhodes, PD Coordinators by phone (867) 979-0750 at the NTA office or by e-mail [shessian@ntanu.ca](mailto:shessian@ntanu.ca) [cmacgregor@ntanu.ca](mailto:cmacgregor@ntanu.ca) [mrhodes@ntanu.ca](mailto:mrhodes@ntanu.ca)

### Teaching Together Selection Criteria

Criteria		Points
1	Years of teaching in Nunavut (1 point per year to a max of 10)	/10
2	Experience in Organizations	/10
3	Leadership in the Profession	/10
4	Multi-Cultural Awareness & Sensitivity	/10
5	Potential Contribution to Teaching Together: facilitation, adaptability	/10
<b>Total Possible Points</b>		<b>/50</b>