

PROFESSIONAL DEVELOPMENT

CLAIM PROCESS:

1. Reimbursement for professional development courses will be paid twice a year to a maximum of two (2) full or four (4) half-credit courses per calendar year, and may be prorated.
2. This application, including receipts and transcripts verifying successful completion of the course(s) must be submitted to Tanya Forrest, Assistant to the Superintendent/Board Secretary, Yarmouth Board Office, no later than **April 30th** for reimbursement on or about **May 15th** and/or **October 30th** for reimbursement on or about **November 30th**.

Teacher: _____ Professional #: _____
 Address: _____ School/Site: _____
 _____ Assignment/Position: _____
 Home Phone: _____ Contract Status: _____

EXPENSE INFORMATION:

Course	½ or 1 Credit	Institution	Start Date	Completion Date	Registration/ Tuition (receipts)	Textbooks/ Materials (receipts)
					\$	\$
					\$	\$
					\$	\$
					\$	\$
Sub Totals					\$	\$
TOTAL					\$	

Professional Development Grant Guidelines

1. The Committee shall pay tuition/registration, required textbooks and related materials for teachers who take courses for the purpose of upgrading their professional qualifications or improving their classroom effectiveness.
2. The maximum number of grants available in a school year cannot exceed two (2) full or four (4) half-credit courses. A teacher on an Educational Leave is not eligible for a Professional Development Grant.
3. Effective May 2008, the maximum a teacher can claim is \$1200.00 CDN per half-credit course and \$2000.00 CDN per full-credit course, subject to prorating.

Teacher's Signature

Date Submitted

Date Received: _____

NSTU Professional Development Fund Professional Development Grant Claim Guidelines

Who should use this form?

All teachers who take courses for the purpose of upgrading their professional qualifications or improving their classroom effectiveness.

What expenses can be claimed?

The actual tuition or registration for the course taken, required textbooks and related materials.

Professional Development Fund (Article 60.34-60.39)

- 60.35 Subject to the established budget, the Committee shall pay reasonable expenses for teachers who take courses for the purpose of upgrading their professional qualifications or improving their classroom effectiveness.
- 60.36 Each grant shall be at the rate established by the committee.
- 60.37 Tuition/course registration and documentation verifying successful completion of a course(s) shall be submitted before reimbursement is made.
- 60.38 The Committee shall establish the deadline date for professional development grants and shall inform the teaching staff of these dates.
- 60.39 To qualify for a grant for a course, the teacher must be under contract with the School Board as of the beginning and ending dates of the course.
- 60.40 A teacher on an educational leave shall not be eligible for a Professional Development grant.