

NSTU Article 60 PD Fund Committee - FAQ

Contact information

Who do I contact if I have a question?

The members of the PD Fund Committee (including the co-chairs) only see application forms and expense claim forms on the day of the meeting. All inquiries may be submitted by e-mail at nstupdcomm@ssrce.ca.

SSRCE Professional Development Priorities

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

SSRCE priorities for the 2018-2019 school year will be added to FAQ's once they are determined. Until such time the following priorities remain in effect: Quality Instruction, primarily in the areas of Culturally Responsive Pedagogy, Mathematics, Literacy, Inclusive Education, Restorative Practices, Social-emotional Learning, French Second Language, Early Years Education (Primary-1) and Inquiry Based Learning.

PD Course Grants

What information is required from the university for PD (University or College) course grant claims?

You must submit official documentation from the University/College that includes the start and end dates of the course (for deadline purposes), proof of successful completion of the course and an official receipt for the cost of tuition. This may be in the form of a letter from the institution, transcripts and/or receipt from student account. Documentation must include the course name/number in order to be accepted.

Can I claim courses on my income tax?

The NSTU/SSRCE PD Fund Committee is unable to provide information or advice regarding income tax law, policy or procedure. Please contact an income tax professional or Canada Revenue Agency with any questions you may have about your personal tax return.

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

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

Why are there two deadlines for PD Course Grants

PD Course Grant claims submitted to the SSRCE PD Fund Committee are pro-rated on an annual basis. For this reason the committee has set two deadlines for claims.

Claims received by the January deadline qualify for a 25% percent reimbursement of total claim expenses. An additional pro-rated reimbursement (if applicable) is calculated when all other claims have been received by the September deadline of the same calendar year.

What is included in the pro-rated amount?

Pro-rating is the calculation of the amount a teacher will be reimbursed for a portion of the total expenses from their claim based on the committee's annual budget commitments.

Claims and Receipts

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

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

How do we claim lodging if I share a room?

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

What if someone else pays for my registration or flight?

Name of claimant must be on all receipts submitted for reimbursement.

What is the deadline for submitting my expense claim?

For the NSTU Provincial Association Conference Day and PD Course Grants you must consult the deadline dates for claims in the guidelines posted on the SSRCE website.

For conferences within and outside the Maritime provinces, and teacher initiated PD, you must complete a current Expense Claim Form and submit it, with all original itemized receipts, to the PD Fund Committee **within 60 days of the end of the conference**. Expense claims are reviewed monthly at the PD Fund Committee's regular meeting and then submitted to the finance department.

Eligibility**For Active Teachers with the Board**

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

For Active Teachers on Leave with the Board

Type of Leave	Conference Grant	PD (Courses) Grant	Educational Leave
Pregnancy	Eligible	Eligible	Not Eligible
Parental/Adoption	Eligible when receiving parental allowance Not Eligible when not receiving parental allowance	Eligible when receiving parental allowance Not Eligible when not receiving parental allowance	Not Eligible
Deferred Salary	Eligible	Eligible	Not Eligible
Compassionate Care Leave	Not Eligible	Not Eligible	Not Eligible
Injury on Duty	Eligible if pre-approved by Director of Human Resources or designate.	Eligible if pre-approved by Director of Human Resources or designate.	Not Eligible
Unpaid Leave of Absence	Not Eligible	Not Eligible	Not Eligible
Educational Leave	Eligible	Not Eligible	N/A

Do I qualify for a conference outside the Maritime provinces this year?

Under this grant, a teacher is entitled to attend one conference outside the Maritime Provinces over the course of two school years. A school year covers the period from August 1– July 31, inclusive up to a maximum total claim of \$2500.00 in that two year period.