

7.2 Distance Education Credit Course

Applications must be received and approved **BEFORE** the beginning of the course.

Members have an allocation of \$3000 per year for online distance courses.

PART 1: APPLICATION (to be filled out by GNWT NWTTA member)

The Central Professional Development Committee reserves the right to deny approval of funding for a course, where the course selection is inconsistent with reasonable, education-oriented goals

Full Name:		
School/Worksite:	Phone & Email:	
Accredited Institution:		
Course Number: (one course per form)	Course Title:	Credits:
Expected Course Fees:	Course Start Date:	Course End Date:

I understand that I must submit proof of payment of fees in addition to proof of satisfactory completion of the approved coursework before I will be reimbursed. Fees can include tuition, lab fees, student fee, or other required fees for the course.

If there are any changes to the approved course application, please contact the PD Coordinator as soon as possible to confirm and update the file.


Reimbursements for courses taken during the summer term will only be made to teachers returning to the bargaining unit for the 2024-2025 school year.

SUBMIT APPLICATION TO: pd@nwttta.nt.ca/Fax: 867-873-2366

PART 2: APPROVAL (to be filled out by PD Coordinator)

Approved  _____ PD Coordinator Signature	Date: _____	You have until September 30, 2024 to apply for reimbursement.
---	-------------	---

PART 3: REIMBURSEMENT REQUEST (to be filled out by GNWT NWTTA member)

Course Fees: \$	Final Mark:	Credits Earned:
Claimant's Signature: 		Date:

Attached: ☐ proof of payment from institution for fees
☐ proof of completion

SUBMIT REIMBURSEMENT REQUEST TO: finance@nwttta.nt.ca/Fax: 867-873-2366