

## 7.1 Application for Education Leave (LWA or LWOA) 2023-2024

Applications must be received by March 1, 2023 at 5:00 pm.

All applications must include:

- Cover letter (outline your education leave goals)
- Application form (this document)
- References (3)
- Proof of application or acceptance to your chosen program

### 1. Applicant Information

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Community/Divisional Board: \_\_\_\_\_

Position Title: \_\_\_\_\_

Current Salary Category: \_\_\_\_\_ Step: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Competence in one or more NWT Indigenous Language(s):

Fluent: Yes  No

Literate: Yes  No

### 2. Applicant Background

To be eligible to apply for Education Leave, an applicant must have four (4) continuous years of service as an NWTTA member employed by the GNWT.

Year Teaching Certificate Obtained: \_\_\_\_\_ Location: \_\_\_\_\_

Member of NWTTA since: \_\_\_\_\_ (month), \_\_\_\_\_ (year)



## 6. Program of Study

Note you must be enrolled in Full Time Studies

Outline the program of study you wish to undertake if granted an education leave.

Institution Name: \_\_\_\_\_

Location: \_\_\_\_\_

Qualification you are working towards: Certificate  Diploma  B.Ed. Degree  M.Ed. Degree  PhD Degree

Program description: \_\_\_\_\_

## 7. Estimated Costs

The maximum dollars allotted includes removal, storage and travel out and back to the community at completion of the education leave. Costs for insurance on all personal effects shall be borne by the member on Education Leave. Eligibility of items for freight or removal must fall within guidelines outlined in NWTTA Collective Agreement. Removal costs will be limited to 1.5 X the Ultimate Removal rate for your community.

Provide approximate cost of your leave including:

- tuition and student fees \$ \_\_\_\_\_
- removal \$ \_\_\_\_\_
- transportation cost for you and your dependents \$ \_\_\_\_\_

## 8. Financial Assistance

Is it your intention to seek additional financial assistance from sources other than the NWTTA Education Leave initiative for GNWT members?

Yes  No

If yes, from what source(s) and for what amount(s)? Please describe:

## 9. Previous Application

If you have applied for GNWT NWTTA Education Leave before, please list those institutions, programs and year applied:

Institution and Program	Year Applied	Granted?
		Yes / No
		Yes / No
		Yes / No

Please respond to the following questions 10 through 15 comprehensively.

**10. Leadership in the Profession**

Describe your work related to leadership, such as: planning/coordinating in-service activities, mentorship, leadership in school staff activities and work on local projects.

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**11. Support for School Programs**

Describe any program and supports that you provide to your school above and beyond your regular duties such as extra-curricular programs, collegial sharing and curriculum work in which you have been active.

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**12. Community Involvement**

Provide an outline of your volunteer service to clubs, projects, events, or government of your community.

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**13. NWTTA Involvement**

Provide an outline of your volunteer service within the NWTTA, e.g. LRO, Regional Executive, Central Executive, Committees, other.

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**14. Value of Program of Study back in the NWT**

Indicate how the approval of your leave and your chosen program of study will benefit education in the NWT.

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**15. Include any other information that you may believe is relevant for the committee to consider while reviewing your application.**

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**16. References**

You must include three (3) written references of support from your Immediate Supervisor and two (2) professional colleagues:

1. _____	_____
Name	Position (person in a current supervisory role)
2. _____	_____
Name	Position
3. _____	_____
Name	Position

**17. Education Leave Requirements**

Failure to successfully complete the program, or complete the required time of service following the leave shall result in repayment of all monies received by you or paid on your behalf for tuition, travel, removal, and salary allowance.

It is the member's responsibility to contact the Professional Development office to confirm your application has been received (Email: [pd@nwttta.nt.ca](mailto:pd@nwttta.nt.ca) / Phone: 867-873-8501 x205). Applications must be received by **5:00 pm, March 1**. Late or incomplete applications will not be accepted.

Please send a copy of the completed Education Leave application to your Superintendent of Education.

The Central Professional Development Committee shall inform each applicant by email of its decision prior to March 31.

_____	_____
Applicant's Signature	Date

**Submit completed application package to:**

Professional Development Coordinator

Fax: (867) 873-2366      Email: [pd@nwttta.nt.ca](mailto:pd@nwttta.nt.ca)

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