

7.1 Application for Education Leave (LWA or LWOA)

Northwest Territories Teachers' Association
Central Professional Development Fund

To be Completed by the Applicant

To complete this application form on your computer, click through the fields using your tab key. When completed, please print off document for signature.

1. Applicant Information

Full Name: _____

Mailing Address: _____

Email Address: _____

Community/Divisional Board: _____

Position Title: _____

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

Please 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

Please attach proof of application or acceptance into your chosen program.

7. 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:

8. 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

Please respond to the following questions 9 through 14 comprehensively. If you are using the computer-friendly form, the answer space will expand as you type. If you are completing the application form by hand, please attach your full responses to these questions.

9. Support for School Programs

Provide a thorough outline of any extra-curricular programs, collegial sharing and curriculum work in which you have been active.

10. Leadership in the Profession

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

11. NWTTA Involvement

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

12. Community Involvement

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

13. 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.

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

15. Financial Information

The maximum dollars allotted includes removal, storage and travel out and back to their community at completion of their 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 Article B3 - Relocation Expenses on Initial Appointment and Subsequent Moves*.

Provide approximate cost of your leave including:

- tuition fees,
- removal, and
- transportation cost for you and your dependents.

16. Once the Education Leave selection process has been completed, please indicate the method(s) by which you would prefer to be informed.

Email Phone Fax Mail

17. References

I have included the following three (3) written recommendations/references of support from my Immediate Supervisor, Superintendent or professional colleagues:

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

I have included:

- A cover letter.
- Proof of my application or acceptance to my chosen program

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

18. Education Leave Contract

NOTE: Members granted leave with allowance (LWA), will be required to sign an agreement to return to the service of the employer as a NWTTA member for a period of two (2) years. Failure to complete the required time of service shall result in repayment of all monies received by you or paid on your behalf for tuition, travel, removal, and salary allowance. Members granted leave without allowances (LWOA) will be obligated to return to the service of the employer as a NWTTA member for a period of one (1) year. Failure to complete the required time of service shall result in repayment of all monies received by you or paid on your behalf for tuition and travel/ removal.

It is the member's responsibility to contact the NWTTA PD office before the deadline to ensure his/her education leave application has been received. Applications must be scanned and emailed or faxed by 5:00 pm, March 1. Late applications or applications that are not complete will not be accepted.

 _____ Date _____

Applicant's Signature

Fax and/or email your Education Leave application package to:

Fax: (867) 873-2366 Email: pd@nwttan.ca