



School District 60 (Peace River North)

Learning Services Division
10114 - 105 Ave
Fort St John, BC
V1J 2T8

For General Inquiries:
Phone: (250) 262-6098
Via email: learningservices@prn.bc.ca

School District 60/Northern Lights College EA Training Partnership

Request for Professional Development Funds

School District 60 is working closely with Northern Lights College around the Educational Assistant Certificate & Diploma Program. At this time, we are pleased to offer a Professional Development Fund to support our educational assistants in their learning at Northern Lights College. In order, to make a request for ProD funds, an Education Assistant is required to be an employee of School District 60 (Peace River North)

For further information on this ProD fund, please contact (250)262-6087 or via email at learningservices@prn.bc.ca

To make a request for ProD funds, please complete the following application form in advance of taking a course. Please refer to these instructions in making a request.

1. Employees are asked this application to the attention of Michella Braun at learningservices@prn.bc.ca
2. Once approved, Learning Services will confirm your ProD request.
3. Complete your course
4. Upon completion, employees will be expected to provide Confirmation of Completion & Confirmation of Payment to learningservices@prn.bc.ca
5. Learning Services will contact the employee regarding reimbursement.

Name: _____ School: _____

Date of ProD application: _____

Home Address:

Email: _____

Phone: _____

NLC Student # _____ (if applicable)

Course Title:	
Program:	
Dates of Course:	
Cost of Course:	

Please remember to attach the following documents.

Employee Signature: _____

Learning Services to complete:

Pro-D Decision: _____ *support* _____ *Need more Information* _____ *Non-support*

Reason if denied:
