



CHECKLIST FOR PRO-D FUNDING FOR EA CERTIFICATION

- If you haven't already done so, apply to Northern Lights College for their EA Certificate or Diploma Program (please apply early because acceptance takes some time as a criminal record check is required). **You must be an NLC student in order to register for courses**
- When registration for classes opens, you can register online for your courses - tuition will be full price but you will be guaranteed a seat in the class
-OR-
- Approximately ten business days before the classes start, Northern Lights College will open seats with discounted tuition rates for current School District 60 employees. These seats are limited, so you will want to register right away to secure a spot. You will be required to provide the college with a letter of current employment from School District 60 to receive the discounted rate (request the letter from Colleen Stewart)
- Apply for approval for reimbursement through Learning Services. Application forms can be found on the Learning Services website at: <https://ls.prn.bc.ca/resources/sseac-2/>
- Submit your application by email to devans@prn.bc.ca or send it to Learning Services at the Board Office. **In order for your application to be approved, you must provide proof of the course(s) you are registered for, as well as proof of tuition payment. A printed student statement from your account should show this information.** An email will be sent to you to confirm that your application was received - if you don't receive an acknowledgement within a few days of submission, please email devans@prn.bc.ca
- If funds are available and your application qualifies, the district will decide to approve or decline your application. You will be notified once a decision is made. **Please note: funds will be approved until they are used up, so applying early is recommended. Only the cost of tuition will be reimbursed and not the cost of any fees.**
- When your course is completed, submit proof of completion to devans@prn.bc.ca or to the Board Office
- Someone will be in contact with you to arrange your reimbursement

For information regarding the ProD fund, please contact Danielle Evans at Learning Services:
devans@prn.bc.ca

For information regarding Northern Lights College EA programs, applications, and registration, please contact Karen Giesbrecht at ece-ea-office@nlc.bc.ca