



School District No. 60

Learning Services

PEACE RIVER NORTH

10114 - 105 Avenue, Fort St. John, British Columbia V1J 4S4

Email: learningservices@prn.bc.ca

Fax: (250) 262-6098

Phone: (250) 262-6098

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. Be sure to include proof of payment that clearly states the cost of tuition.

Please note the cost of tuition will be reimbursed and not the cost of any fees.

1. Employees are asked to email this application to 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 to learningservices@prn.bc.ca
5. Learning Services will contact the employee regarding reimbursement.



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EA Certification/ Diploma SD60 & Northern Lights College Professional development Fund

Application Form

Personal Data Information

Full Name :

Date Of Application :

D D M M Y Y Y Y

Mailing Address :

City :

Postal Code :

Email :

Phone Number :

NLC Student # :

(If available at time of application)

SD60 Employee :

☐

Yes

☐

No

School :

Northern Lights College EA Course Information

Course Title :

Program :

☐

FALL

☐

WINTER

☐

INTERSESSION

☐

SUMMER

Tuition Cost :

Employee Signature :

Course Title :

Program :

☐

FALL

☐

WINTER

☐

INTERSESSION

☐

SUMMER

Tuition Cost :

Employee Signature :

Course Title :

Program :

☐

FALL

☐

WINTER

☐

INTERSESSION

☐

SUMMER

Tuition Cost :

Employee Signature :

BE SURE TO INCLUDE PROOF OF PAYMENT WITH THIS APPLICATION

THIS SECTION IS FOR LEARNING SERVICES OFFICE USE ONLY

☐

APPROVED

☐

MORE INFORMATION NEEDED

☐

DENIED

REASON IF DENIED :

X

INCLUSION PRINCIPAL SIGNATURE