



# DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

## ADDITIONAL QUALIFICATION ALLOWANCE FORM OSSTF Article # 6.14

NAME OF TEACHER:

EMPLOYEE I.D. #

SCHOOL:

COURSE:

DATES OF COURSE:

ADDITIONAL QUALIFICATIONS ACHIEVED:

COURSE LOCATION (include if online):

COURSE START DATE:

COURSE END DATE:

TOTAL # WEEKS OF COURSE:

### 6.14

*That for encouragement to and assistance for Teachers to upgrade and/or update their qualifications, the Board agrees to pay within sixty (60) days of completion of a course for additional qualifications \$60 per week to a maximum of \$360 to a Teacher under contract who after one (1) year service with the Board successfully completes a course for additional qualifications taken beyond the basic teaching certificate. Effective August 31/2001, the \$60 per week applies to summer school only.*

*Effective Sept. 1/2017, the Board shall provide \$360 upon successful completion of any additional qualifications course.*

***Please ensure to attach evidence of successful completion and proof of course payment***

### FOR OFFICE USE ONLY:

Proof of successful completion submitted

Proof of course payment submitted

ORIGINAL TRANSCRIPT

or

OTHER (O.T.C. Certificate)

Date

Teacher's Signature \_\_\_\_\_

Date

Human Resource Officer \_\_\_\_\_

***Please send original documentation to Human Resources, along with your evidence of successful completion. HR will then process and forward to Payroll for payment.***