

Submitting receipts for October Conference 2025

RECEIPTS ARE DUE BY NOVEMBER 14th at 4pm. No extensions.

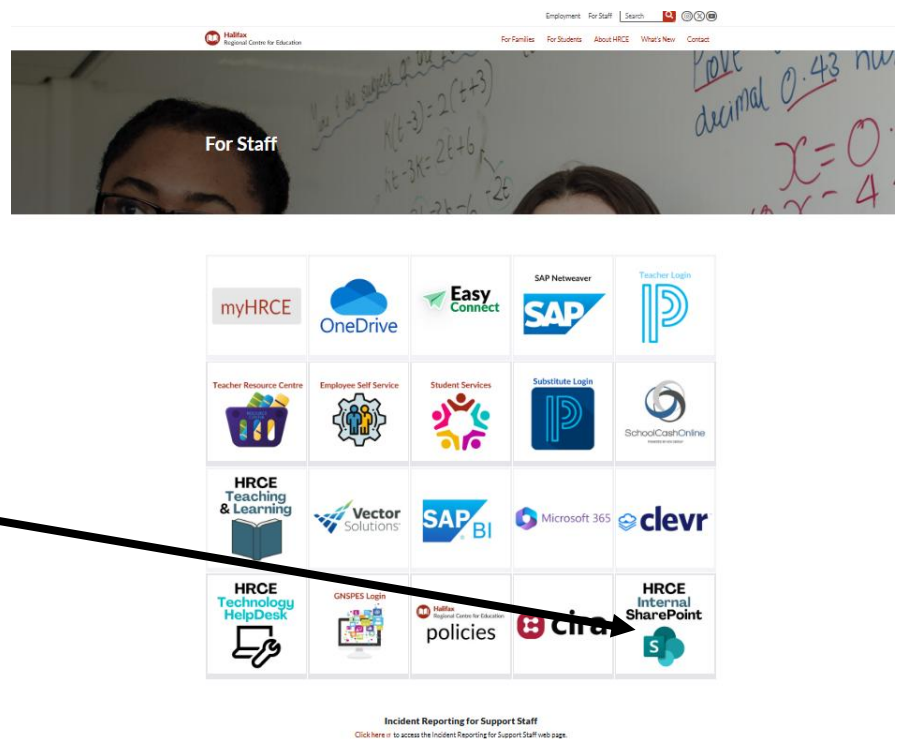
Each teacher must complete application form on Sharepoint through the HRCE website themselves.

Your receipt is mailed to you via the email you used to register for the conference. If it is not a PDF, download and save the receipt as a PDF (use your name and professional number as the file name) before starting this process.

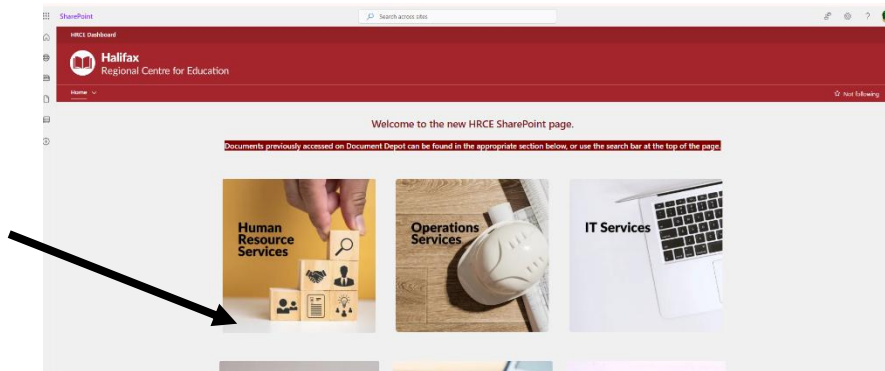
Your application with attached receipt must be submitted via the application form on SharePoint no later than **Friday, November 14, 2025, @ 4:00 pm** to be reimbursed.

Extensions are not provided so do not be late. Please direct any questions to <mailto:Article60pd@hrce.ca>.

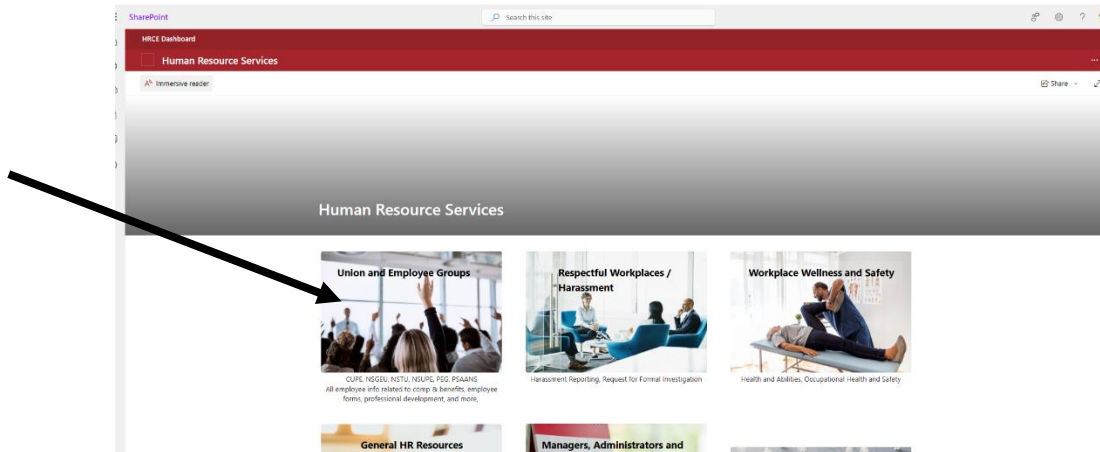
1. Go to HRCE “For Staff” website. Click “HRCE Internal Sharepoint”. You must be logged into your HRCE account in order for it to work.



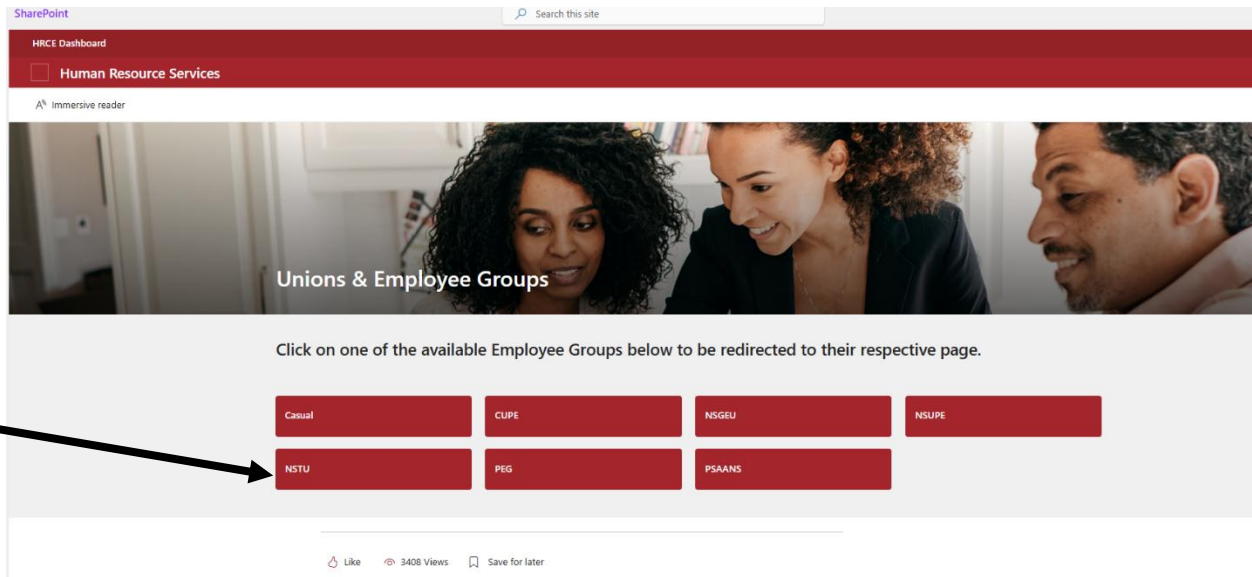
2. Click on “Human Resources Services”.



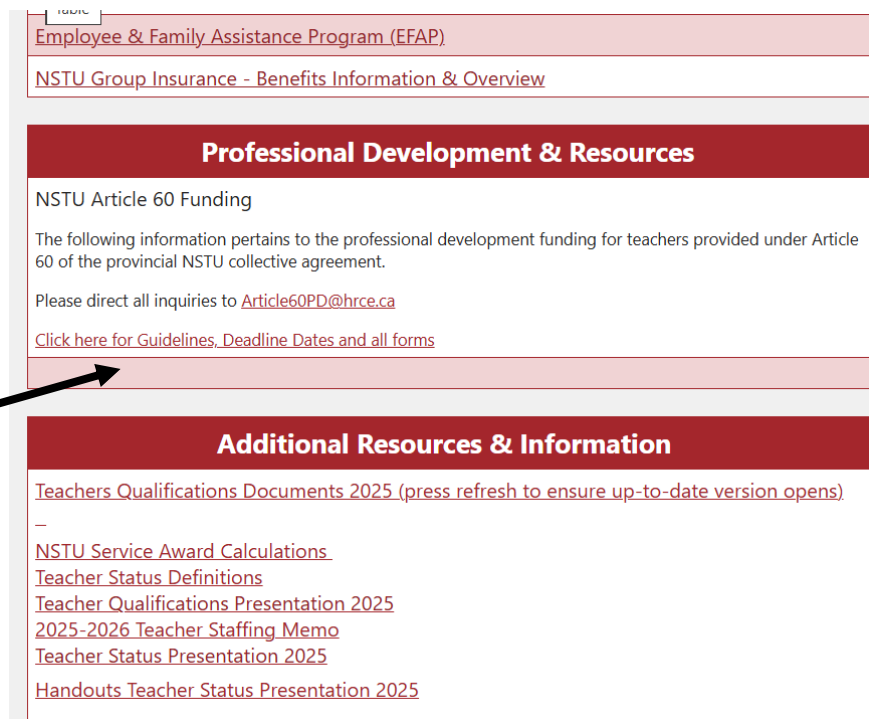
3. Click on “Union and Employee Groups”.



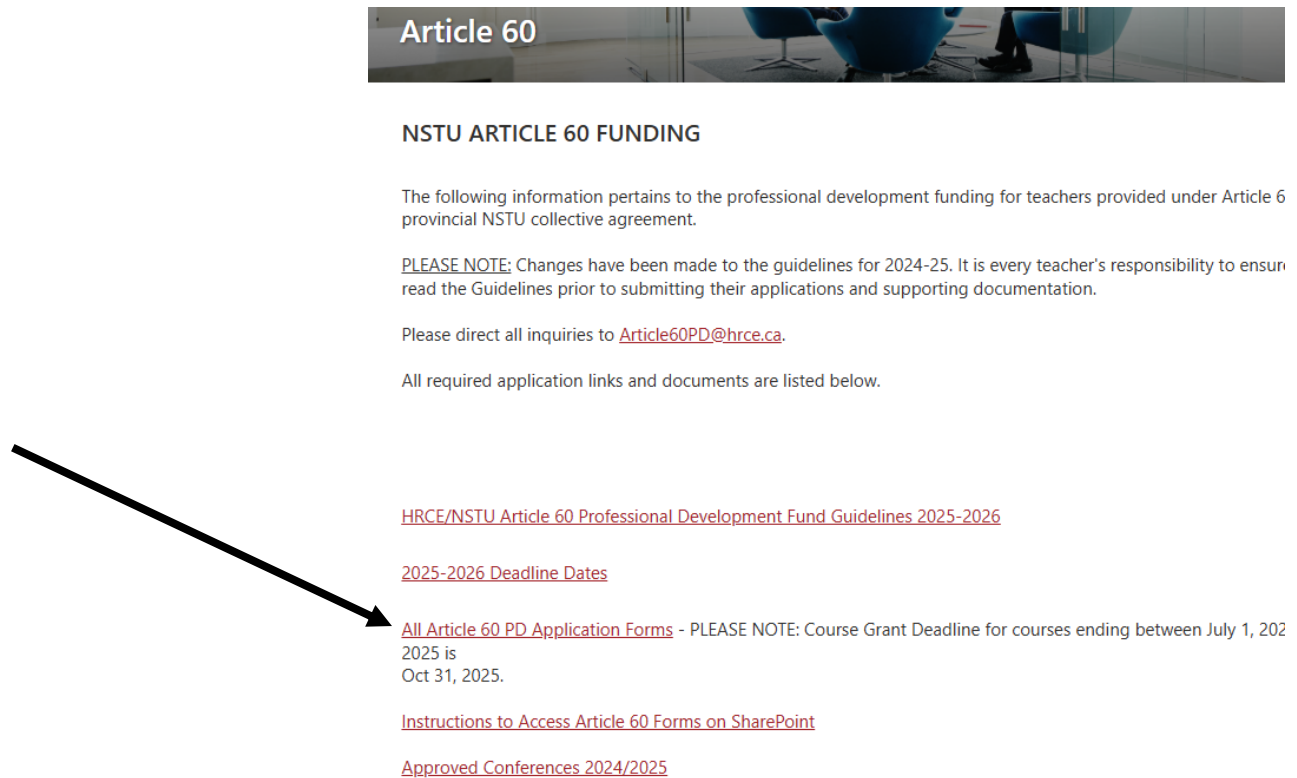
4. Click on “NSTU”.



5. Scroll down to “Professional Development & Resources” and select “Click here for Guidelines, Deadline Dates and all forms”



6. Select “All Article 60 PD Application Forms”



Article 60

NSTU ARTICLE 60 FUNDING

The following information pertains to the professional development funding for teachers provided under Article 6 provincial NSTU collective agreement.

PLEASE NOTE: Changes have been made to the guidelines for 2024-25. It is every teacher's responsibility to ensure read the Guidelines prior to submitting their applications and supporting documentation.

Please direct all inquiries to Article60PD@hrce.ca.

All required application links and documents are listed below.

[HRCE/NSTU Article 60 Professional Development Fund Guidelines 2025-2026](#)

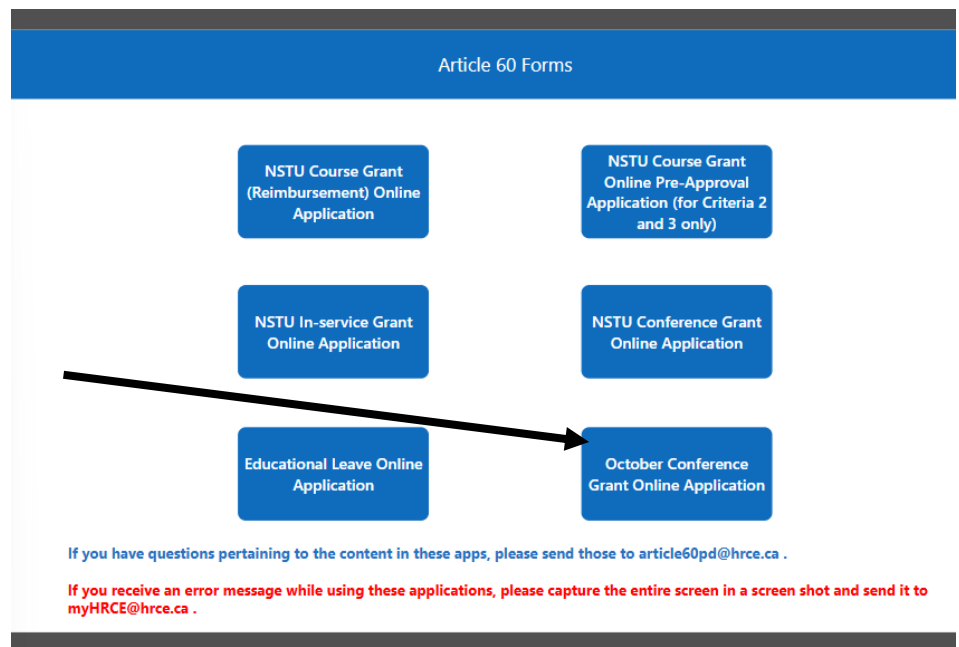
[2025-2026 Deadline Dates](#)

[All Article 60 PD Application Forms](#) - PLEASE NOTE: Course Grant Deadline for courses ending between July 1, 2025 is Oct 31, 2025.

[Instructions to Access Article 60 Forms on SharePoint](#)

[Approved Conferences 2024/2025](#)

7. Select “October Conference Grant Online Application.” You will attach your receipt to the application form before submitting.



Article 60 Forms

NSTU Course Grant (Reimbursement) Online Application

NSTU Course Grant Online Pre-Approval Application (for Criteria 2 and 3 only)

NSTU In-service Grant Online Application

NSTU Conference Grant Online Application

Educational Leave Online Application

October Conference Grant Online Application

If you have questions pertaining to the content in these apps, please send those to article60pd@hrce.ca.

If you receive an error message while using these applications, please capture the entire screen in a screen shot and send it to myHRCE@hrce.ca.

8. The following instruction box will pop up you have to agree too

Article 60 October Conference Grant Conditions

To apply:

- The individual teacher must complete this **Professional Association October Conference Day Reimbursement Form online (complete all on the following page)**.
- NSTU members: please attach your electronic receipt to the form on the next page for Professional Association conference attended; however, if you attended the PSAANS conference you do not need to attach the receipt for the PSAANS conference.
- PSAANS members: if you attended the PSAANS conference your registration will be confirmed through PSAANS and you are not required to submit your receipt electronically or in hard copy. However, if you attended any of the other Professional Association Conferences please attach your electronic receipt to the form on the next page.
- This form is for NSTU and PSAANS members only (CUPE members please refer to Document Depot).
- The deadline for applications is no later than 8:00 am on November 17, 2025.

Conditions:

- Permanent/Probationary/Term Teachers and Long-Term Substitutes* may apply
- Pre-approval is not necessary.
- Only the registration fee will be reimbursed -- no membership fees, travel, meals, accommodations or other expenses will be paid.
- **Conference must be one of the program offerings from the NSTU 2025 Special Associations.**
- The applicant assumes full responsibility to meet the deadline. *The deadlines are firm and non-negotiable.*
- Incomplete or late applications will not be considered.
- Reimbursements will be made via direct deposit.

* Long term substitute - sub must be working at the time of the conference in the same position for the same regular teacher more than 10 days.

☒ I have read and understand these conditions

Back

Continue

9. Fill out the personal information. You will need your #400 and your electronic receipt as a PDF saved on a desktop or where you can access it.

Power Apps | Article_60_PD_Submission_Form

Error when trying to retrieve data from the network: Article_60_October_Conference_Submissions failed: Something went wrong

Article 60 October Conference Grant Submissions

* Employee number (400#)
[Text Box]

* First name
[Text Box]

* Last name
[Text Box]

* Professional number
[Text Box]

* Contract status
[Dropdown Menu]

* School
[Dropdown Menu]

* Assignment
[Text Box]

* Conference name
[Dropdown Menu]

* Registration fee
[Text Box]

There are currently no attachments.

Attachments
There is nothing attached.
Attach file

Back Submit

10. You must attach the receipt before you can submit. Once you have clicked the submit button you will be prompted with a dialog box that says, “Are you sure you want to submit the form?” When you click “yes” you should see a green bar on the top of the form that says, “Form submitted successfully!”

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