

CERTIFICATE OF EDUCATIONAL LEADERSHIP IN NUNAVUT (CELN)

Program Outline



CELN program contact information

For more information about this program, contact:

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Ilinniaqtuliyikkut
Department of Education
Ministère de l'Éducation



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Introduction

Nunavut is a jurisdiction with a unique and young education system. The territory is highly decentralized and geographically remote. Almost 85 percent of the population are Inuit, many of whom speak an Inuit language rather than French or English.

The Nunavut education system experiences a high turnover rate for school administrators, meaning new principals and vice-principals are hired every year. Because of these factors, the department offers the Certificate of Educational Leadership in Nunavut (CELN) as a way to standardize training and information about the education system in Nunavut.

The CELN program was originally targeted to school administrators to help them adjust to their role, support their efforts to improve Nunavut's schools and student learning outcomes, and complete their Principal Certification. Additional courses with a focus on literacy have been introduced to the CELN program to provide a professional development opportunity for administrators and other school leaders.

What is the Certificate for Educational Leadership in Nunavut (CELN)?

The Certificate of Educational Leadership in Nunavut (CELN) is a certificate program for principals, vice-principals, and other educational leaders. The certificate is earned through the completion of coursework focused on school leadership in Nunavut, and the priorities of the Nunavut education system, as outlined in the department's Annual Plan.

This certificate program is intended to provide participants with the knowledge, skills and beliefs to enable them to lead their schools to become better learning environments. The certificate program seeks to balance theories about leadership with practical leadership skills. CELN program instructors use feedback provided by participants to continually evaluate and update the program, ensuring coursework helps school leaders meet the needs of Nunavut's students. CELN's goal is to ensure participants receive effective instruction in order to achieve desired educational outcomes.

CELN guiding principles

The following are guiding principles of the CELN program:

- ▶ The program will be continuously improved to reflect the needs of principals, staff, schools and students.
- ▶ Coursework will incorporate the realities of school leadership in Nunavut and will be practical in nature and grounded in relevant, up-to-date education theory.
- ▶ Inuit culture and language will be embedded in the program, and efforts will be made to recruit and retain Inuit participants and instructors.
- ▶ Program content will support the use of decolonizing practices in schools and will encourage staff to use these practices to contribute to learners' academic success and well-being.
- ▶ The program will help build connections with parents and others in the community through culturally appropriate communication by creating strong relationships; sharing knowledge and perspectives; reflecting community priorities; and delivering effective educational programs.

CELN program overview

CELN is delivered by the University of Prince Edward Island (UPEI) in partnership with the Department of Education. The CELN program consists of two leadership courses plus three additional courses focused on literacy. Course descriptions can be found in Appendix A.

In order to remain employed in a leadership position, Nunavut school administrators (principals and vice-principals) must complete the two leadership courses in the CELN program. These two mandatory leadership courses must be completed within a three-year period. Upon completion of these two courses, school administrators receive their Nunavut Principal Certification.

School administrators are strongly encouraged to take one or more of the three elective literacy courses. By completing all five courses, participants are awarded a CELN certificate from UPEI.

In addition, all five courses are 500-level and any two of the five can be applied to a Master of Education at UPEI. The Department of Education encourages school leaders to continue taking education courses. The Nunavut Professional Improvement Committee will consider UPEI Master of Education coursework as an option for professional development and may consider funding the participant's tuition. Individuals may speak with their superintendent of schools (or Director General of the Commission scolaire francophone du Nunavut) for more details.



Each mandatory leadership course is offered once a year, with ED509 offered in the fall term and ED511 offered in the spring term. Elective literacy courses are each offered once a year and may fall in either term. This schedule allows participants to start during either semester to work toward the successful completion of Principal Certification and/or CELN, if they choose.

Each course includes 30 hours of instruction (6 hours a day for 5 days) and a series of pre-course readings, activities and assignments that must be completed in advance using the online learning platform Moodle. These pre-course activities will take approximately six hours.

Courses are delivered face to face or online. Face-to-face courses provide participants with the opportunity to meet one another and collaborate. Participants in distance courses use Moodle for online collaboration.

Principal Certification

As a condition of employment, Nunavut school administrators (principals and vice-principals) must complete the two leadership courses in the CELN program within a three-year period. Upon hire, principals and vice-principals will be automatically enrolled in these mandatory courses.

If a school administrator registers for a course but is unable to complete that course for any reason, it is up to that individual to inform his or her superintendent of schools or the Director General, as well as the program coordinator, in a timely manner. This will allow the administrator to be de-registered and to register in another offering of the course at a later date. The individual must still complete their certificate in the required timeframe to receive their Nunavut Principal Certification.

Other participants in the CELN leadership courses

In the interests of developing leaders at the school level, student support teachers (SSTs), learning coaches and classroom teachers may be allowed to register in the two leadership courses if space permits. To register for a course, an SST, learning coach or classroom teacher must receive a recommendation from their school principal and must be approved by their superintendent of schools or the Director General based on a series of criteria.

Priority will be given to those who meet the following criteria. These criteria may include but are not limited to the following.

The candidate may:

- ▶ be an Inuit educator.
- ▶ be a long-term Nunavut educator.
- ▶ show demonstrated ability to lead.
- ▶ have achieved satisfactory performance reviews.

Availability of seats in these leadership courses for SSTs, learning coaches and classroom teachers is dependent on the number of administrators enrolled.

Individuals interested in the CELN program should speak to their principal about their suitability and any impact their absence during the course may have on their school and students. If the principal is satisfied the individual is a strong candidate, the principal may fill out and submit the *CELN Participant Recommendation Form* in Appendix A. The form must be completed, approved and emailed to the program coordinator.

Note: There is no guarantee that individuals selected for one course will be approved for others. Selection will depend upon the number of available seats after principals and vice-principals have registered.

Courses

Core leadership courses

(mandatory for principals and vice-principals; available to SSTs, learning coaches and classroom teachers if space permits)

- ▶ **ED509** Foundations of Transformational Leadership in Nunavut Education
- ▶ **ED511** Proactive Instructional Leadership in Nunavut Communities

Elective literacy courses

(available to principals, vice-principals, SSTs, learning coaches and classroom teachers)

- ▶ **ED512** Educational Leadership: Engaging Nunavut Parents, Elders, and Community (with a focus on Literacy Leadership)
- ▶ **ED513** Leadership of the School Improvement Process in Nunavut Communities (with a focus on Literacy Leadership)
- ▶ **ED514** Reflective Practice in Educational Leadership for Nunavut (with a focus on Literacy Leadership)

Anyone who completes all five courses will be awarded the CELN certificate from UPEI.

Fees

All course fees and expenses for transportation and accommodation are paid for by the Department of Education.

Fee schedule (approximate)

FEES	TOTAL
Cost per course per student	\$604
University fees per student	\$28

Note: School administrators who are unable to attend a mandatory leadership course for which they are registered must request a course deferral by submitting the *Course Deferral Request and Reschedule Form* found in Appendix A. It is the administrator's responsibility to register in another session of this course at a later date and within the required three-year timeframe for completion of the Nunavut Principal Certification.

Schedule

By March 31 of each year, the Director, Educator Development and Student Assessment determines the course schedule with input from regional school operations. Typically, two of the five available courses are offered in November and the remaining three courses are offered in February (during Professional Development Week) or March.

Registration

All new principals and vice-principals will receive a letter of offer that includes the requirements for Nunavut Principal Certification. As the Nunavut Principal Certification is a condition of employment for principals and vice-principals, the two mandatory leadership courses take precedence over all other professional development and training activities.

Upon instruction from the CELN Program Coordinator, registration forms should be completed and returned to the program coordinator and copied to the participant's supervisor.

Note: Beginning in 2016–2017, new CELN students must submit a transcript from their previous universities to the UPEI Registrar's office. To do so, fax all post-secondary transcripts to (902) 566-0795 or mail to Registrar's Office, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE, Canada, C1A 4P3

Registration forms can be found in Appendix B.

Logistics

Hotel rooms and meeting space for participants are secured by the program coordinator. Information regarding hotel details and meeting location will be sent to each participant prior to the start of the course.

Transportation and accommodations are booked by the travel coordinator in each participant's regional school operations office. Travel for École des Trois-Soleils staff is booked by Headquarters.

Weather delays

Participants who experience flight delays due to weather should:

- ▶ Communicate their delay with the travel coordinator to have hotel and flights rescheduled.
- ▶ Copy the program coordinator.
- ▶ Copy the superintendent of schools or the Director General.
- ▶ Communicate the new travel itinerary to the course instructor(s) to ensure they are aware of how much coursework will be missed due to travel delays.
- ▶ Make arrangements with the course instructor(s) for make-up coursework, such as readings.

Participants must be aware that if weather causes a delay at the beginning of a course, they will be responsible to work with the instructor(s) to catch up with the rest of the class. This may include work while in transit and evening work once they arrive at the destination.

It is at the discretion of the instructor to decide when too much classroom work has been missed and the participant should attempt to return home and take the course at another time when the course schedule permits.

See the *CELN Weather Delay Procedures* in Appendix C for more information about who to contact in the event of a weather delay.

Communications

Communications related to this program may include:

- ▶ an annual update of the program outline;
- ▶ specific program information for participants;
- ▶ information on selection and registration of additional participants;
- ▶ logistical information regarding course locations, etc. and
- ▶ contact information.

Information is published each year in the Department of Education's training calendar and on the Department of Education, NTIP and UPEI websites.

The program coordinator is responsible for logistical arrangements such as securing meeting space, equipment and catering services, and liaising between participants and UPEI. The Director, Educator Development and Student Assessment is responsible for all communications with UPEI about course design/redesign, course scheduling, instructor selection and registration of course participants.

See the *CELN Role Clarification* document in Appendix C for more information about roles related to the CELN program in the Department of Education and UPEI.

Instructors

UPEI aims to recruit instructors for the CELN program who have an understanding of Nunavut's context and who can contribute to the professional learning environment.

UPEI is responsible for advertising, hiring and paying instructors. If an employee of the Government of Nunavut is interested in being a CELN instructor, it is the employee's responsibility to take the following steps as directed by the Human Resource Manual (HRM) and the appropriate Collective Agreement (NTA or NEU):

- a. Receive approval for application by their supervisor.
- b. Receive approval from the Deputy Minister for application of outside employment.
- c. If approved, apply to UPEI to be an instructor for CELN.
- d. If hired by UPEI, apply for leave with appropriate leave credits.

Protection of privacy and proof of course completion

Both the Department of Education and UPEI take privacy concerns very seriously and are responsible for ensuring that personal data is protected as per privacy protection legislation and policies.

By registering in the CELN program, participants become UPEI students. UPEI will not provide participants' course marks directly to the Department of Education. In order to receive credit for course completion, participants must submit proof of completion in the form of an unofficial transcript to the Department of Education. Once finalized, this information will be added to their employee profile. A *Course Completion Reminder Letter* will be sent to participants from the department to ensure this step is completed.

How to request a transcript

Participants can request official copies of transcripts for mailing to other institutions, and unofficial copies for submission to the department. Transcripts will be provided by the Office of the Registrar at UPEI upon written request from the participant submitted in person, by fax or by email (sent from the verified UPEI student that is provided to participants) to transcripts@upei.ca.

Official transcripts are issued in sealed envelopes directly to the external party, unless documentation from that external party instructs the Office of the Registrar to release the sealed transcript to the student. This official transcript remains official as long as the seal is not broken before it reaches the receiving institution. Requests from participants with fees owing to UPEI will not be processed.

Transcript request form

Participants can request official or unofficial transcripts using the form located here: http://files.upei.ca/registrar/request_for_transcript_form.pdf

The unofficial transcript must be sent to:

NEQS Registrar
Curriculum Services
Department of Education
P.O. Box 390
Arviat, Nunavut
X0C 0E0

Tel. (867) 857-3081
Fax (867) 857-3090
TeacherRegistrar@gov.nu.ca

Data storage and reporting

Data collected in association with CELN courses includes feedback from participants as well as proof of course or certificate completion for individual participants. The data may also be used anonymously in various official documents.

Documents

The following official documents are used in the CELN program and are attached in the appendices.

Forms

- ▶ *Participant Recommendation Form* - This form must be completed by a principal and approved by the superintendent of schools or the Director General.
- ▶ *Course Deferral Request and Reschedule Form* - This form must be completed by participants who are registered in a course but unable to take the course. This form requests permission to defer (or de-register from) the course and to set up an alternative session to complete that course. Deferring a course must be supported by the superintendent of schools or the Director General.

Schedule

- ▶ *Course schedule* - This will be published each year in the Department of Education's training calendar and on the Department of Education, NTIP and UPEI websites.

The following letters will be received by participants as they move through the CELN program process.

Letters

- ▶ *Participant Acceptance Notification Letter* - This letter is completed by the program coordinator and officially notifies participants that they are registered in the program. The letter provides program contact information, the course schedule for the upcoming year, and other information such as instructions on how to de-register properly from a course without penalty.
- ▶ *Course Completion Reminder Letter* - This letter is completed by the program coordinator and reminds participants to obtain proof of successful completion of a CELN course. Each participant must submit proof to the Department of Education that they have completed a course.
- ▶ *Nunavut Principal Certification Notification Letter* - This letter notifies and congratulates participants when they have officially completed the required coursework for the Nunavut Principal Certification.
- ▶ *CELN Certification Notification Letter* - This letter notifies and congratulates participants when they have officially completed the required coursework for the CELN certificate.

CELN program contact information

For more information about this program, contact:

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Project Services Coordinator
sleblanc@gov.nu.ca
(867) 975-5640



Appendices

Appendix A: Department of Education forms

- ▶ Course Descriptions
- ▶ CELN Participant Recommendation Form
- ▶ Course Deferral Request and Reschedule Form

CELN course descriptions

Core leadership courses

(mandatory for principals and vice-principals; available to SSTs, learning coaches and classroom teachers if space permits)

ED509 Foundations of Transformational Leadership in Nunavut Education

This course reviews the history and world view of the Inuit, with particular emphasis on culture, educational history, struggles with power and privilege, beliefs, values, and principles relevant to Nunavut. Traditional and contemporary views on leadership are studied as participants develop a deeper understanding of the cultural context in which they live and work as educational leaders. Participants examine the direction and philosophies established in Nunavut, including ties to the environment and practices that facilitate transformational educational leadership.

ED511 Proactive Instructional Leadership in Nunavut Communities

The responsibilities, roles, and tasks of principals and other educational leaders are explored as they relate to the creation of a positive, inclusive, collaborative, and culturally responsive school community. The role of leadership in teaching and learning and building positive relationships, both in and outside school, is examined as a key factor in facilitating the academic achievement and well-being of learners. A variety of culturally appropriate facilitation strategies are introduced as participants analyze the legal, moral, ethical, and policy rights of learners and educators in maintaining and strengthening culture and language and promoting success in schools, the local community, and the world beyond.

Elective literacy courses

(available to principals, vice-principals, SSTs, learning coaches and classroom teachers)

ED512 Educational Leadership: Engaging Nunavut Parents, Elders, and Community (with a focus on Literacy Leadership)

This course focuses on the development of collaborative relationships, positive communication, and empowerment of parents, Elders, and community members who lead, support, and guide education in Nunavut. Participants discuss approaches that respond to and involve the community, and build accountability in ways that are transparent and reciprocal. The involvement of the extended community in the daily life and long-term vision of the school provides a central focus as participants reflect on and write about the process of creating collaborative learning communities with parents, caregivers, and Elders based on cultural values, beliefs, and principles.

ED513 Leadership of the School Improvement Process in Nunavut Communities
(with a focus on Literacy Leadership)

Policy implementation, supervision of teaching and the leadership of learning, staff evaluation, and program accountability play a key role in transformational educational leadership and are a major focus in this course. Participants discuss and write extensively about policy implementation that is culturally and linguistically responsive in promoting learning. Participants are challenged to develop the skill sets they require to involve the community and parents in developing and implementing a vision for education based on current policies.

ED514 Reflective Practice in Educational Leadership for Nunavut (with a focus on Literacy Leadership)

Participants propose, develop, and implement an approved reflective inquiry project based on their own educational leadership practice.



CELN Participant Recommendation Form

I, _____, recommend _____, to be enrolled
 (Principal) (participant name)

in the Certificate of Educational Leadership Nunavut (CELN) program.

Name	
School	
Community	
Job title	
Email (work)	
Email (personal)	
Phone number	
Mailing address	

Select	Course number	Course name
<input type="checkbox"/>	CELN ED509	Foundations of Transformational Leadership in Nunavut Education
<input type="checkbox"/>	CELN ED511	Proactive Instructional Leadership in Nunavut Communities
<input type="checkbox"/>	CELN ED512	Educational Leadership: Engaging Nunavut Parents, Elders, and Community (with a focus on Literacy Leadership)
<input type="checkbox"/>	CELN ED513	Leadership of the School Improvement Process in Nunavut Communities (with a focus on Literacy Leadership)
<input type="checkbox"/>	CELN ED514	Reflective Practice in Educational Leadership for Nunavut (with a focus on Literacy Leadership)

I, _____, approve _____, to be enrolled
 (superintendent) (participant name)

in the Certificate of Educational Leadership Nunavut (CELN) program.

Course Deferral Request and Reschedule Form

As a condition of employment, principals and vice-principals are required to complete ED509 and ED511 within three (3) years of their date of hire. Complete this form only if you are requesting to defer your automatic enrollment in ED509 and ED511 from the current school year to the following school year. Please provide a basis for this request.

Approval must be granted by your supervisor.

Name	
School	
Community	
Job title	
Email (work)	
Email (personal)	
Phone number	
Mailing address	

Select the course for which you are requesting a deferral to the following school year.

Select	Course number	Course name
<input type="checkbox"/>	CELN ED509	Foundations of Transformational Leadership in Nunavut Education
<input type="checkbox"/>	CELN ED511	Proactive Instructional Leadership in Nunavut Communities

Provide an explanation of why you are requesting this course deferral.

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Approval

Supervisor name	Signature
Date	

Appendix B: University of Prince Edward Island forms

For new CELN students

- ▶ University of Prince Edward Island Application Form

For returning CELN students

- ▶ University of Prince Edward Island Graduate Student Registration Form

FIRST-TIME APPLICATIONS to UPEI Non-Professional Programs must be accompanied by a non-refundable application processing fee.
AND

PROFESSIONAL PROGRAM APPLICATIONS—all applications to a PROFESSIONAL PROGRAM (Education—BEd, Nursing—BScN, Radiography—BASR, and Doctor of Veterinary Medicine—DVM)—EVEN IF THE APPLICATION PROCESSING FEE WAS PAID WITH A PREVIOUS APPLICATION—must be accompanied by a non-refundable application processing fee.

PLEASE SELECT APPROPRIATE CATEGORY FOR APPLICATION PROCESSING FEE

- CANADIAN STUDENTS—\$50, OR INTERNATIONAL STUDENTS—\$75 OR N/A FOR CELN STUDENTS
 DVM TRANSFER/ADVANCED STANDING CANADIAN AND INTERNATIONAL STUDENTS—\$100

I AM APPLYING FOR

- FULL-TIME STUDENT STATUS PART-TIME STUDENT STATUS

BEGINNING SEMESTER/YEAR

- SEPTEMBER, _____ YEAR JANUARY, _____ YEAR SUMMER SESSION I (MAY), _____ YEAR SUMMER SESSION II (JULY), _____ YEAR

A. PERSONAL DATA (Please print clearly)

SOCIAL INSURANCE NUMBER (if applicable, optional)

NOTE: Social Insurance Number is required for processing PEI government awards and bursaries

DATE OF BIRTH: / /
DAY MONTH YEAR

GENDER: MALE FEMALE

ABORIGINAL PEOPLES (voluntary declaration)

Aboriginal peoples include individuals who are status, non-status, Métis or Inuit. Based on this do you consider yourself an Aboriginal person? YES NO
This information is collected for statistical purposes, to assist the University in assessing and improving services to students who are aboriginal.

NAME

STUDENT'S NAME: PLEASE UNDERLINE THE NAME YOU REGULARLY USE.

LAST FIRST MIDDLE

BIRTHNAME IF DIFFERENT, OR IF ACADEMIC RECORDS ARE UNDER ANOTHER NAME.

B. PERMANENT ADDRESS: NOTICE IN WRITING REQUIRED IF ANY CHANGE

STREET OR BOX NO.

TOWN/CITY PROVINCE/STATE COUNTRY POSTAL/ZIP CODE

HOME TELEPHONE WORK TELEPHONE ACTIVE E-MAIL (keep UPEI updated—can update via Campus Login with ID & PIN #s)

CURRENT MAILING ADDRESS: (Keep UPEI updated—can update via campus login with ID & PIN #s)

STREET OR BOX NO.

TOWN/CITY PROVINCE/STATE COUNTRY POSTAL/ZIP CODE

HOME TELEPHONE WORK TELEPHONE ACTIVE E-MAIL (keep UPEI updated—can update via Campus Login with ID & PIN #s)

NAME OF PARENT, GUARDIAN, OR SPOUSE (Underline one):

LAST FIRST MIDDLE

ADDRESS (IF DIFFERENT FROM PERMANENT ADDRESS ABOVE)

TOWN/CITY PROVINCE/STATE COUNTRY POSTAL/ZIP CODE

HOME TELEPHONE WORK TELEPHONE ACTIVE E-MAIL (keep UPEI updated—can update via Campus Login with ID & PIN #s)

E. LANGUAGE SKILLS

- FIRST LANGUAGE (IF OTHER THAN ENGLISH): _____
 THE LANGUAGE OF INSTRUCTION THROUGHOUT MY EDUCATION WAS ENGLISH.
 I HAVE TAKEN AN ENGLISH-LANGUAGE PROFICIENCY TEST. (OFFICIAL MARKS REQUIRED FROM TEST COMPANY.)
 CanTest IELTS MELAB TOEFL Other _____
 I WILL BE TAKING AN ENGLISH LANGUAGE PROFICIENCY TEST AND THE RESULTS WILL BE AVAILABLE BY:
MONTH _____/YEAR _____

C. I AM APPLYING

- from High School
 as a 2nd-entry Professional Schools program candidate (Education, Veterinary Medicine, Nursing, or Radiography)
 from another University (transfer in)
 as a returning UPEI Student
 from a College (with a Diploma)
 as a Mature Student (at least 21 years of age)
 as an Exchange Student
 on a Letter of Permission (visiting student)
 to take Courses Not Working Towards Any Degree, Diploma, or Certificate

D. EDUCATIONAL OBJECTIVES

What is your immediate educational objective?

- CELN (Certificate of Educational Leadership in Nunavut)
 Second Bachelor's Degree
 Doctor of Veterinary Medicine
 Diploma
 Formal Exchange Audit Courses Only
 Credit Transfer to Another University
 OTHER (explain)

FACULTY OF APPLICATION:

Arts, Science, Business, Education, Nursing, Veterinary Medicine, or Integrated Studies

1st Choice _____

2nd Choice _____

INTENDED MAJOR OR PROGRAM (optional)
NOTE: Transfer Students Must Declare a Major

1st Choice _____

2nd Choice _____

IF UNDECIDED, WHAT SUBJECT AREA INTERESTS YOU?

*** SEE ONLINE CALENDAR FOR CURRENT PROGRAMS AND SPECIAL ADMISSION REQUIREMENTS: upei.ca/registrar**

F. STUDENTS WITH SPECIAL NEEDS

Completion of the following is VOLUNTARY and will remain confidential. Please see online Calendar for details: upei.ca/accessibility

DO YOU HAVE ANY SPECIAL PHYSICAL OR LEARNING REQUIREMENTS FOR YOUR STUDY AT UPEI? YES NO

ARE YOU FORWARDING OR INCLUDING DOCUMENTATION OF YOUR LEARNING OR OTHER DISABILITIES? YES NO

If you have checked YES for either of the above options, please contact Student Accessibility at (902) 628-4364

G. ACADEMIC HISTORY (To be completed by ALL applicants)

PLEASE NOTE: A LETTER OF ACTIVITIES OR RESUMÉ IS REQUIRED TO ACCOMPANY YOUR APPLICATION IF YOU HAVE BEEN OUT OF SCHOOL FOR ONE SEMESTER OR MORE.

LIST ALL PREVIOUS EDUCATIONAL EXPERIENCE & INDICATE DEGREES, DIPLOMAS, OR CERTIFICATES RECEIVED. IF YOU NEED TO LIST ADDITIONAL INSTITUTIONS, PLEASE ATTACH A SEPARATE PAGE.

- **SECONDARY SCHOOL: OFFICIAL TRANSCRIPT(S) MUST BE FORWARDED DIRECTLY FROM EACH HIGH SCHOOL YOU ATTENDED—WITH THE EXCEPTION OF THOSE APPLYING TO THE FOLLOWING PROGRAMS: Education—BEd, Radiography—BASR, and Doctor of Veterinary Medicine—DVM**

OFFICIAL NAME OF SCHOOL

LOCATION

DATES OF ATTENDANCE

_____/_____
FROM MONTH/YEAR

_____/_____
TO MONTH/YEAR

YEAR OF GRADUATION

PROVINCIAL STUDENT ID

- **POST-SECONDARY (Colleges or Universities): OFFICIAL TRANSCRIPT(S) MUST BE FORWARDED DIRECTLY FROM EACH COLLEGE/UNIVERSITY EXCEPT UPEI**

OFFICIAL NAME OF SCHOOL

LOCATION

DATES OF ATTENDANCE

_____/_____
FROM MONTH/YEAR

_____/_____
TO MONTH/YEAR

(If currently enrolled) I plan to leave ____/____
MONTH/YEAR

DEGREES, DIPLOMAS, OR CERTIFICATES RECEIVED

H. LEGAL RESIDENCE

PROVINCE OF LEGAL RESIDENCE
(where you graduated from high school, where your parents live, or where you have lived for greater than or equal to twelve months while NOT a student at any post-secondary institution)

COUNTRY OF PERMANENT
LEGAL RESIDENCE

COUNTRY OF CURRENT CITIZENSHIP

I. IF NOT CANADIAN CITIZEN, IMMIGRATION STATUS

- PERMANENT RESIDENT
- NO STUDENT AUTHORIZATION AT THIS TIME
- STUDENT AUTHORIZATION
- OTHER CANADIAN VISA

ENTRY DATE TO CANADA

MONTH _____ YEAR _____

J. RESIDENCE—STUDENT ON-CAMPUS HOUSING

Please Note: If you wish to stay in a UPEI Residence a separate residence application form is required and available at upei.ca/residence/apply or by calling (902) 628-4368.

- K. I UNDERSTAND THAT FAILURE TO DISCLOSE MY ATTENDANCE AT ANY HIGH SCHOOL, COLLEGE, OR UNIVERSITY, AND FAILURE TO SUBMIT TRANSCRIPTS WHERE APPLICABLE, MAY RESULT IN THE DENIAL OF THIS APPLICATION OR MY SUBSEQUENT DISMISSAL FROM THE UNIVERSITY. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL STATEMENTS MADE IN THIS APPLICATION ARE COMPLETE AND TRUE AND THAT ALL RECORDS ARE COMPLETE AND UNALTERED. IF ACCEPTED TO THE UNIVERSITY OF PRINCE EDWARD ISLAND, I AGREE TO ABIDE BY THE UNIVERSITY REGULATIONS.**

SIGNATURE _____ DATE _____

Fax all post-secondary transcripts to (902) 566-0795 OR MAIL TO
REGISTRAR'S OFFICE • UNIVERSITY OF PEI • 550 UNIVERSITY AVENUE • CHARLOTTETOWN • PE • CANADA • C1A 4P3

Email this completed 'UPEI Application Form' to Sarah LeBlanc, Project Coordinator

REV. 08/09

NAME _____
(please print clearly)

Student ID # _____ Active Email _____ Phone _____

Current Local Address _____

I am registering in the following terms Fall 201____ Winter 201____ Spring/Summer 201____

PROGRAM OF STUDY (check one)

PhD

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Biomedical Sciences | <input type="checkbox"/> Companion Animals | <input type="checkbox"/> Educational Studies | <input type="checkbox"/> Environmental Sciences |
| <input type="checkbox"/> Health Management | <input type="checkbox"/> Molecular & Macromolecular Sciences | <input type="checkbox"/> Pathology & Microbiology | |
| <input type="checkbox"/> Master of Arts | <input type="checkbox"/> Master of Education | <input type="checkbox"/> Master of Applied Health Services Research | |
| <input type="checkbox"/> Master of Business Administration | <input type="checkbox"/> Master of Nursing (Thesis) | <input type="checkbox"/> Master of Nursing (NP) | |
| Master of Science—Faculty of Science | | | |
| <input type="checkbox"/> Environmental Sciences | <input type="checkbox"/> Human Biology | <input type="checkbox"/> Molecular & Macromolecular Sciences | |

Master of Science—Faculty of Veterinary Medicine

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Biomedical Sciences | <input type="checkbox"/> Companion Animals | <input type="checkbox"/> Health Management | <input type="checkbox"/> Pathology & Microbiology |
|--|--|--|---|

Master of Veterinary Science

- | | | |
|--|--|---|
| <input type="checkbox"/> Companion Animals | <input type="checkbox"/> Health Management | <input type="checkbox"/> Pathology & Microbiology |
|--|--|---|

Postgraduate Diploma

- Pathology & Microbiology

SPECIAL STUDENT STATUS

- A student who is not enrolled in a degree or diploma program at UPEI.

FEE STATUS (check one)

I will be making or have made payment this term

- | | | |
|--|--|--|
| <input type="checkbox"/> in program-fee installments | <input type="checkbox"/> on a per-course tuition basis | <input type="checkbox"/> with the published maintenance of status fee* |
|--|--|--|

*This fee is charged when a student is continuing work on the degree after program fees are paid in full.

COURSES SELECTED FOR THIS TERM: course code, number, & section (if applicable) e.g. VBS 847 or ED 699 thesis

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Departmental/Supervisory Approval _____ **Date** _____

I understand that until my fees for the semester are paid in full, my registration is incomplete and the non-payment of fees by the published deadline may result in deregistration.

Student's Signature _____ Date _____

This completed form must be returned, before the published registration deadline in person, by fax at (902) 566-0795, or mailed to The Registrar, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3

OFFICE USE ONLY: Registration entered by _____ on _____ and returned to student file.

Appendix C: Other documents

- ▶ CELN Role Clarification
- ▶ CELN Weather Delay Procedures

CELN Role Clarification

UPEI ITSS Helpdesk

(902) 566-0465
helpdesk@upei.ca

- ▶ Student questions regarding technology and Moodle

IT Help for instructors

Megan MacKenzie, E-Learning Instructional Designer, Faculty of Education
(902) 566-0916
mfmackenzie@upei.ca

- ▶ Instructor questions regarding technology and Moodle

Graduate Administrator

Cathy Hennessey, Administrative Support, Graduate Programs
(902) 566-0731
cahennessey@upei.ca

- ▶ University contact for all student registration and transcript communication and questions
- ▶ University contact for student UPEI ID and password
- ▶ Responsible for updating and distributing Instructor and UPEI CELN Student Handbook
- ▶ Conduct degree audits for students in CELN program
- ▶ Contact instructors prior to a CELN course to communicate essential information
- ▶ Send students UPEI CELN Student Handbook upon being enrolled in their first CELN course
- ▶ In conjunction with UPEI Project Manager, arrange for administration and collection of SOTS and CELN survey
- ▶ Include CELN communications in all graduate studies communications

UPEI Project Manager

Erin Morozoff
(902) 566-0916
emorozoff@upei.ca

▶ 3 months prior

- ▶ Book travel and accommodations for instructors and Academic Lead

▶ 2 months prior

▶ Course materials

- ▶ Copy course materials (hard copy and memory stick)
- ▶ Ship course materials to course location
- ▶ Ship memory stick of course material to students
- ▶ Order and ship course books to Nunavut

▶ Course Supplies

- ▶ Confirm with GN Project Services Coordinator the timely delivery of course supplies

▶ Communications

- ▶ Maintain close communication with GN Project Services Coordinator (date of courses, travel of instructors/students, accommodations, course supplies, etc.)
- ▶ In the event of weather delays, support instructors by rebooking travel and communicating with travel company (may include support over a weekend)
- ▶ Communicate to instructor and Academic Lead about the protocol with regard to travel claims; compile and submit travel claims
- ▶ Post updated information about registration/transcript access procedure on the UPEI/Government of Nunavut website
- ▶ Write articles and updates for communication and media purposes
- ▶ Update UPEI website

- 
- ▶ Coordination/Collaboration
 - ▶ Schedule and coordinate meetings, conference calls, and other collaborative processes as required
 - ▶ Record notes for meeting and distribute
 - ▶ Work with Graduate Administrator and Academic Lead in the revision of UPEI CELN Student Handbook and UPEI CELN Instructor Handbook
 - ▶ Work with Graduate Administrator to distribute and collect data from SOTS and CELN survey
 - ▶ Via a Google Drive checklist, communicate and share with Academic Lead the UPEI Project Coordinator activities
 - ▶ In consultation with the Academic Lead, compile CELN feedback, survey, and others sources of data
 - ▶ Collaboratively work with CELN team to update procedures

 - ▶ Finances
 - ▶ Manage and monitor budgets and financial transactions
 - ▶ Annually submit financial report
 - ▶ Gain a solid understanding of CELN MOU

 - ▶ During course
 - ▶ If required, travel to Nunavut to assist in program implementation

Academic Lead

Jane Preston, Academic Lead, CELN
(902) 620-5074
jpreston@upei.ca

- ▶ Act as the main GN contact and support for the CELN program
- ▶ Participate in the development, planning, coordination, formative assessment, and formal evaluation of the CELN program to ensure the academic integrity of the program
- ▶ Liaise with the Director, Educator Development and Assessment Services, to oversee a formal program evaluation every 6 years
- ▶ Support instructors in the planning and delivery of courses
- ▶ Participate in conference calls with instructors before and after courses
- ▶ Support up-to-date content of course material
- ▶ Review draft course outlines before they become final
- ▶ Collaborate with the UPEI Project Manager, Graduate Studies Coordinator, and the Dean of Education to ensure the quality the CELN program
- ▶ Report CELN activities during Faculty of Education Council meetings

Graduate Studies Coordinator

Elizabeth Townsend

(902) 620-5152

etownsend@upei.ca

- ▶ Provide guidance when needed regarding program evaluation
- ▶ Communicate with the CELN team
- ▶ Visit Nunavut when needed
- ▶ Support CELN policy development

Dean, Faculty of Education

Ron MacDonald

(902) 566-0349

rjmacdonald@upei.ca

- ▶ MOU agreement
- ▶ Contractual issues with instructors (including a discussion about Nunavut pedagogical leave, when applicable)
- ▶ Hiring of instructors
- ▶ Organize instructor orientation sessions
- ▶ Decisions of course cancellations
- ▶ Collaborate with Director, Educator Development and Assessment Services and the Project Services Coordinator regarding CELN course offerings, including participant selection process, dates and locations, essential support for course instructors, budget, inclusion of elders, etc.
- ▶ Advocate for opportunities for students to complete the CELN program
- ▶ Provide advice and leadership when needed

Director, Educator Development and Assessment Services

Donald Mearns

(867) 473-2610

dmearns@gov.nu.ca

- ▶ MOU and Contribution Agreement
- ▶ Collaborate with RSO/CSFN to promote and confirm registration of students
- ▶ Collaborate with Nunavut and UPEI leaders regarding the CELN course offerings
- ▶ Sign off on all student travel
- ▶ Support the program coordinator to annually update the program outline

Project Services Coordinator

Sarah LeBlanc, Program Coordinator
(867) 975-5640
sleblanc@gov.nu.ca

- ▶ Liaise with UPEI Project Manager regarding all of the logistics required for the successful delivery of the CELN courses

- ▶ **3 months prior**
 - ▶ Provide details on location of each course

- ▶ **2 months prior**
 - ▶ Provide the names, email addresses and mailing addresses of all students to the Graduate Administrator
 - ▶ Identify a community liaison who will receive the course materials, welcome and support the CELN instructors as they arrive in preparation for the courses
 - ▶ Book the meeting space where the course will be delivered and communicate this information to UPEI Project Manager

- ▶ **1 month prior**
 - ▶ Ensure course supply toolkits are shipped to course locations. Toolkit should include chart paper, white paper, coloured paper, construction paper, pens, pencils, markers, scissors, post-it notes, staplers/staples, glue sticks, scotch tape, and masking tape
 - ▶ Ship a modem/router and LCD projector to each course

- ▶ **2 weeks prior**
 - ▶ Confirm with community liaison that textbook and course materials have arrived

- ▶ **1 week prior**
 - ▶ Ensure that all required supplies have arrived at course location (toolkit, modem/router, projector, etc.)

- ▶ **3 days prior**
 - ▶ Confirm with community liaison the plan to greet and support the course instructors when they arrive

- ▶ **During course**
 - ▶ Acquire a student learning plan from the instructors for class distribution if instructors are delayed in arriving for the course due to weather

Regional School Operations (RSO)/Commission scolaire francophone du Nunavut (CSFN)/Division de l'éducation en français

Bill Cooper, Jonathan Bird, Trudy Pettigrew, Martine St-Louis

- ▶ Liaise with Project Services Coordinator to identify new administrators to register for leadership courses
- ▶ Sign off on registration of students
- ▶ Liaise with travel coordinators to book travel and accommodations for students
- ▶ Communicate with students regarding their travel and accommodations
- ▶ Provide information to each student about the process to be followed in the event of weather delays (UPEI weather delay procedure)
- ▶ Help ensure that all CELN students have the opportunity to complete the CELN certificate

CELN Weather Delay Procedures

Instructors

- ▶ Email and call UPEI Project Manager (Erin Morozoff, emorozoff@upei.ca)
- ▶ Copy the Academic Lead (Jane Preston, jpreston@upei.ca)

Students

- ▶ Email and call the RSO/CSFN contact from his/her region and the travel coordinator from the region (listed below)
- ▶ Copy the program coordinator (Sarah LeBlanc)
- ▶ Copy the instructor

Regions and communities	RSO/CSFN contact	Travel coordinator
Kitikmeot School Operations (KitSO) (Cambridge Bay, Gjoa Haven, Kugaaruk, Kugluktuk, Taloyoak)	Jonathan Bird Executive Director, KitSO Box 287 Kugluktuk, NU X0B 0E0 Tel. (867) 982-7434 Fax (867) 982-3054 jbird@kitikmeot.edu.nu.ca jbird@gov.nu.ca	Christine Kuliktana Administration Officer, KitSO Box 287 Kugluktuk, NU X0B 0E0 Tel. (867) 982-7420 Fax (867) 982-3054 ckuliktana@gov.nu.ca
Kivalliq School Operations (KivSO) (Arviat, Baker Lake, Chesterfield Inlet, Coral Harbour, Rankin Inlet, Nauyasat, Whale Cove)	Bill Cooper Executive Director, KivSO Box 90 Baker Lake, NU X0C 0A0 Tel. (867) 793-2803 Fax: (867) 793-2008 bcooper@kivalliq.edu.nu.ca bcooper@gov.nu.ca	Sarah Iksiktaaryuk Finance Officer, KivSO Box 90 Baker Lake, NU X0C 0A0 Tel. (867) 793-2803 x2413 Fax (867) 793-2008 siksiktaaryuk@gov.nu.ca

<p>Qikiqtani School Operations (QSO)</p> <p>(Apex, Arctic Bay, Cape Dorset, Clyde River, Grise Fiord, Hall Beach, Igloolik, Iqaluit, Kimmirut, Pangnirtung, Pond Inlet, Qikiqtarjuaq, Resolute Bay, Sanikiluaq)</p>	<p>Trudy Pettigrew Executive Director, QSO</p> <p>Box 580 Pond Inlet, NU X0A 0S0</p> <p>Tel. (867) 899-8972 Fax (867) 899-8175</p> <p>tpettigrew@qikiqtani.edu.nu.ca tpettigrew@gov.nu.ca</p>	<p>Hellin Alariaq Finance Officer, QSO</p> <p>Box 429 Pond Inlet, NU X0A 0S0</p> <p>Tel. (867) 899-7369 Fax (867) 899-7334</p> <p>halariaq@gov.nu.ca</p>
<p>Commission scolaire francophone du Nunavut (CSFN)</p> <p>(École des Trois Soleils, Iqaluit)</p>	<p>Martine St-Louis Directrice, Division de l'éducation en français</p> <p>PO Box 1000, Stn 960 Iqaluit, NU X0A 0H0</p> <p>Tel. (867) 975-5627 Fax (867) 975-5610</p> <p>mstlouis@gov.nu.ca</p>	<p>Louise Kyak Travel Coordinator</p> <p>PO Box 1000, Stn 960 Iqaluit, NU X0A 0H0</p> <p>Tel. (867) 975-5623 Fax (867) 975-5610 Cell (867) 222-0170</p> <p>lkyak1@gov.nu.ca</p>