PROFESSIONAL OPPORTUNITIES PROGRAM (POP)
FOR LINC STAFF AND FACULTY

Funded by:
Immigration, Refugees and Citizenship Canada

Financé par :
Immigration, Réfugiés et Citoyenneté Canada
PROGRAM OVERVIEW

In 2011, the CLB/LINC Projects Office launched a new program for LINC Staff and Faculty to access funds for professional development. The new program is called the Professional Opportunities Program (POP).

In March 2007, the impetus for the program began at the LINC Conference in Jasper. From the participants’ feedback, it was clear that professional development opportunities for LINC staff individually or for groups were needed and means towards accessing professional development were also needed.

On March 16, 2011, the Professional Opportunities Program was officially launched at the Fantasyland Hotel, in West Edmonton Mall. LINC Staff and Faculty were presented with an overview of the program and given a copy of the POP manual. The POP manual provides clear guidelines for LINC Staff and Faculty on how to access funds to pursue professional development opportunities. We trust this program will enhance and better serve the LINC Programs of Edmonton and northern Alberta in the valuable work they do with Canada’s Newcomers.

POP is funded by Immigration, Refugees and Citizenship Canada (IRCC) to offer professional development for LINC Staff and Faculty. This program provides reimbursement for successfully completed skill-enhancing courses and workshops.
USING THE PROGRAM
FOUR EASY STEPS FOR USING POP

Remember to make sure your application is submitted to CLB/LINC Projects Office prior to your course start date.

STEP 1: APPLYING FOR COURSE APPROVAL
- Select a course/workshop;
- Complete the application and e-mail or mail it to the CLB/LINC Projects Office (contact information below);
- Individuals can receive approval for up to $3,000 per fiscal year. There is no limit to funding for group applications; however, if you apply for more than $5,000.00, the committee will be required to review the application prior to approval.
- Please complete all sections on the Application Form and provide all documents requested; incomplete applications cannot be processed and will be returned.

STEP 2: RECEIVING APPROVAL FOR COURSE/TRAINING REIMBURSEMENT
- Once we send you a signed approval letter, along with a copy of the Request for Reimbursement form, you can register for your course/workshop.

STEP 3: APPLYING FOR REIMBURSEMENT
- When you have finished your course/workshop, complete the Request for Reimbursement and Evaluation form (if appl.) which were sent along with your POP approval e-mail;
- Attach the original receipt and other documents as requested in your approval letter; and,
- Mail or hand deliver all original documents to the CLB/LINC Projects Office (address below).
  Do not submit your reimbursement request by e-mail

STEP 4: RECEIVE REIMBURSEMENT FROM THE CLB/LINC PROJECTS OFFICE
- Reimbursements will be processed as soon as we receive:
  - For Individuals - Your original receipt for the cost of the course (tuition only); or
  - For Groups - A copy of the receipt from the training organization/trainer and an original invoice on your organization’s letterhead, with the required business and invoice numbers.
- Allow six (6) to eight (8) weeks to receive your reimbursement cheque.

CLB/LINC PROJECTS OFFICE CONTACT INFORMATION

Mail: CLB/LINC Projects Office
Sacred Heart Centre
9624 - 108 Avenue
Edmonton, Alberta T5H 1A4
Attn: POP – Kristen Moser

E-mail: kristen.moser@ecsd.net (e-mail can only be used to submit initial application, do not submit your request for reimbursement form via e-mail)

For further assistance, please contact the CLB/LINC Projects Office at (780) 944-2000 Ext. 318
INIDIVIDUAL TRAINING

Individual training provides reimbursement for successful completion of approved courses taken by LINC Staff and Faculty.

WHO IS ELIGIBLE?
The Professional Opportunities Program (POP) is intended to provide professional development for LINC Staff and Faculty to upgrade and/or maintain their skills and to be reimbursed for the costs of the approved training.

To be eligible for POP the applicant must be employed in one of the following positions in a LINC Program for the entirety of the course:

- LINC Administration and Faculty
- LINC Administrative Support
- LINC Assessor
- LINC Child Care
- LINC Instructor
- LINC Librarian
- LINC Student Advisors

In addition to the above categories, long-term supply staff are also eligible for funding. To be considered ‘long-term supply staff’, the applicant must submit proof of a formal work arrangement (with set hours and days) with the host organization for a minimum of three consecutive months. As with all other applicants, long-term supply staff must be employed by a LINC program throughout the whole time of their POP-funded training. POP funding is available for occasional supply staff for first-aid and CPR training only.

There may be situations where the applicant does not fit into any of the above categories. These situations will be dealt with on a case by case basis.

Many individuals work to support LINC staff and students, but only those included in the contribution agreement are considered to be LINC staff and faculty. If you’re not sure if this applies to you, you should consult your Program Manager.
QUESTIONS ABOUT INDIVIDUAL TRAINING

WHO CAN APPLY?
LINC Staff and Faculty who are continuous employees (i.e. permanent, regular or contract) of a LINC Program in Edmonton and northern Alberta are eligible.

WHAT IS THE MAXIMUM AMOUNT OF FUNDING AVAILABLE FOR INDIVIDUAL APPLICANTS?
Each employee is permitted a maximum of $3,000 per fiscal year. There is no limit to the number of applications you can be approved for.

CAN I SUBMIT MULTIPLE APPLICATIONS?
Yes, submitting all of your courses/conference requests for the fiscal year is encouraged. However, course dates must not run concurrently – you cannot attend more than one course/conference during the same time period.

WHEN SHOULD I APPLY?
One (1) - two (2) months prior to your course/conference start date. Applications are processed on a first come, first served basis.

HOW DO I APPLY?
1. Complete each section of the POP Application Form for Individuals.
2. Print off the course/conference description and attach it to the application.
3. Have your supervisor sign off.
4. Send completed application form and course/conference description to the CLB/LINC Projects Office one of the following ways:
   a. By E-mail: kristen.moser@ecsd.net, or
   b. By Mail: CLB/LINC Projects Office
      Sacred Heart Centre
      9624 - 108 Avenue
      Edmonton, Alberta T5H 1A4
      Attn: POP – Kristen Moser
5. Application will be reviewed to ensure all sections are completed and your supervisor has signed off.
6. Approval Process:
   a. If the application is approved, the applicant will receive an e-mail with their approval letter, and a Request for Reimbursement form.
   b. If the application is denied, the applicant will receive an e-mail with their denial letter which will include the reason(s) why it was denied.

HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE APPROVED?
Processing time for applications varies depending on the month. Your approval/denial letter will be sent to you within approx. two (2) weeks of the Projects Office receiving your application.
IS MY APPLICATION LIKELY TO BE APPROVED?
Typically, yes. Applications that demonstrate benefits to both the individuals’ current position and the LINC program are likely to be approved. All applications will be reviewed to ensure that the course/conference offers training that supports the mandates and goals of the LINC program.

Below are courses that match POP’s priorities and are very likely to be approved.

**ALL LINC STAFF**
- Standard First Aid Certification
- Computer Courses

**LARCC ASSESSORS**
- Recalibration

**LINC CHILDCARE STAFF**
- Early Childhood Education Level 2 and Level 3
- First Aid Childcare Certification

**LINC ADMINISTRATORS (ADMIN SUPPORT, LIBRARIANS, STUDENT ADVISORS, PROGRAM COORDINATORS/MANAGERS)**
- Program Management
- Computer Skills and Data Management
- Financial Management
- Business Communication
- Interpersonal Relationships
- Counselling

**LINC INSTRUCTORS**

**University of Alberta - teaching English as a second language – Diploma Program**
- LING 101 Introduction to Linguistic Analysis.
- EDPY 416 Introduction to TESL (pre/co-requisite LING 101)
- EDPY 417 Grammar of English for Teachers of Adult ESL
- EDPY 419 TESL Supervised Practicum (Program Plan A) or EDPY 497 TESL Field Observation (Program Plan B)
- EDPY 418 Methodology in the Teaching of English as a Second Language to Adults
- EDPY 417
- A 3-credit language course (e.g., Spanish, Japanese, etc.) If the applicant is a non-native speaker of English, this requirement will be waived and the course will be replaced by a TESL-approved option

**University of Calgary - Teaching English as a Second Language – Certificate Program**

**Level 1**
- TSL 108 Linguistic Structures
- TSL 120 TSL Fundamentals - ESL
- TSL 121 Teaching Skills and Systems 1 - ESL
- TSL 122 Teaching Skills and Systems 2 - ESL
- TSL 109 Teaching Practicum - ESL
Level 2
- TSL 125 Assessment and Material Development
- TSL 126 Culture in Language Teaching
- TSL 108 Linguistic Structures
- TSL 124 TSL - Level II
- TSL 104 TSL - Methodology
- TSL 120 TSL Fundamentals - ESL
- TSL 121 Teaching Skills and Systems 1 - ESL
- TSL 122 Teaching Skills and Systems 2 - ESL
- TSL 109 Teaching Practicum - ESL

I HAVE RECEIVED AN APPROVAL E-MAIL FOR MY APPLICATION. WHAT HAPPENS NEXT?
1. You can now register and pay for the course or conference indicated on the application.
2. You will then attend the course or conference.
3. You must successfully complete the course to be eligible for a reimbursement:
   a. Successful course completion means that you have received a passing mark from the training organization. For courses that do not assign grades, a Certificate of Completion or Participant Form, signed by the trainer/training organization will be accepted as proof of successful course completion.

WHAT COSTS ARE COVERED?
POP covers the cost of tuition (instructional fees) only. No funding is available for any other expenses related to the course (e.g., transportation, books, and other fees). Some institutions, such as the University of Alberta, refer to tuition as the total cost of attending a course. In this manual, tuition refers to instructional fees only.

HOW DO I GET REIMBURSED?
1. Upon successful completion of the course, you must submit the following original documents before a reimbursement request can be processed:
   a. A completed ‘Request for Reimbursement’ form which is sent to you along with your POP approval e-mail;
   b. The receipt indicating tuition/registration fees for the course/conference; and,
   c. Proof of successful completion for courses or proof of attendance for conferences
2. You can then mail all original documents to:
   a. Professional Opportunities Program
      CLB/LINC Projects Office
      9624 - 108 Avenue
      Edmonton, Alberta T5H 1A4
      Attn: POP – Kristen Moser
3. Once all required documents are received, a reimbursement cheque for tuition/registration costs only will be mailed to the address indicated on your Request for Reimbursement form. Please allow six (6) – eight (8) weeks once your request has been received to process your cheque.

WHAT HAPPENS IF I DROP OUT OF THE COURSE?
You can only be reimbursed for courses that you successfully complete. If you do not complete the course, you will be ineligible to receive reimbursement for it.
GROUP TRAINING

The training available from traditional educational institutions does not always respond to the needs of those working with newcomers. POP addresses this issue by offering funding for group training. This allows LINC programs to organize training that is tailored to their own needs. POP group training provides an opportunity for reimbursement for successfully completed skill-enhancing workshops. LINC programs can submit applications collectively. This allows smaller organizations to take advantage of training opportunities that might otherwise be limited to programs with more resources.

POP encourages group training because:

- It can be more efficient if many participants receive the training at the same time;
- It allows for the provision of specific expertise related to the newcomer needs of the community;
- It allows an opportunity for LINC staff and faculty to work together;
- It can be tailored to the needs of the participants; and,
- It allows for several LINC providers to collaborate and build support systems within the LINC community.
QUESTIONS ABOUT GROUP TRAINING

WHO CAN APPLY?
All LINC service providers in Edmonton and northern Alberta are eligible.

WHAT TYPES OF WORKSHOPS WILL BE REIMBURSED?
To be eligible for funding, group training must:

- Be relevant to the duties performed by LINC staff and faculty;
- Be based on the need for skills and knowledge in the particular service areas;
- Have a clearly defined program purpose;
- Have sufficient number of trainees to ensure value for money;
- Be offered to and made available to all LINC employees in that particular service area in Edmonton; and,
- Demonstrate that the proposed trainer has the capacity to deliver the training.

HOW DO WE APPLY?
The process is identical to the process for individual applications. Complete all sections of the POP Application Form – Groups (found on the last 2 pages of this manual) and submit it to the CLB/LINC Projects Office. Once received and reviewed, the program will receive confirmation if the requested course/workshop has been approved. If the application is denied, a letter citing the reason(s) will be provided. Incomplete applications will be returned with a request for the missing information.

WHAT IS THE MAXIMUM AMOUNT OF FUNDING AVAILABLE FOR GROUP TRAINING APPLICATIONS?
There is no maximum amount of funding for Group Training; group applications that exceed $5,000.00 will be sent to the POP Committee for a second level review. Funding is available for one-time workshops and for training that spans several sessions. Sites working together to share workshops and resources is strongly encouraged. It is important to apply before making final training arrangements to ensure that the program will be reimbursed.

HOW DO I GET REIMBURSED?
As with the individual applications, the POP approval letter will be accompanied by a Request for Reimbursement form. When the training is complete, submit the Request for Reimbursement form along with the documents requested in the approval letter. LINC programs will always be required to submit:

- An invoice requesting reimbursement to your organization. The invoice should be on your organization’s letterhead, and include an invoice number and business or charity number.
- Proof of payment to the trainer. A photocopy of the invoice or receipt from the training organization showing receipt of payment is acceptable.

After reviewing these documents, a reimbursement cheque will be sent to the LINC program directly.
QUESTIONS REGARDING INDIVIDUAL OR GROUP TRAINING

WHERE CAN I GET AN APPLICATION FORM?
1. You can find Individual or Group application forms on the last 4 pages of this manual;
2. Check with your sites’ Program Manager/Coordinator; or
3. E-mail the Projects Office (kristen.moser@ecsd.net) and request one.

WHAT HAPPENS IF I SIGN UP FOR A COURSE BEFORE GETTING APPROVAL?
You can apply for POP funding at any time prior to the completion of your course. However, because not all applications will be successful, those who chose to register before getting approval assume the risk of covering the cost themselves.

WHAT HAPPENS IF I LEAVE THE LINC PROGRAM WHILE TAKING THE COURSE?
You must be employed as a member of LINC staff or faculty for the entire duration of your course. If you are no longer with the LINC program, you assume full responsibility for the cost of the course.

WHAT COURSES/PROGRAMS ARE NOT ELIGIBLE FOR FUNDING?
Since IRCC provides funding through the Projects Office for delegates from each site to attend both the TESL and ATESL Conferences, funding for these two conferences will not be approved. Other courses/program not eligible for funding include:

- Any courses or classes needed to obtain a Master or PhD in any subject;
- Conferences requiring international travel;
- Succession training;
- Language Training;
- Any group training that is specific to one site.
# 2016-2017 Pop Application Form - Individual

All sections must be completed before application will be processed

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<th>LINC Program: (Please check one)</th>
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## Course Information

A course description must be attached before application will be processed

- **Course/Workshop Name and Number:**
- **Institution Name:**
- **Tuition Cost:**
- **Currency:**  
  - CAD  
  - USD  
  - Exchange Rate (if appl.):  
- **Course Start Date:**
- **Course End Date:**
- **Are you receiving any other funding for this course?**  
  - Yes  
  - No  
- **If yes, how much, from where, and for what:**
- **Highest Level/Credential achieved (ex. Level 1 CDA, TESL Certification, etc.):**

- **Is this course for TESL Accreditation?**  
  - Yes  
  - No  
- **Is this course for a Masters or PhD program?**  
  - Yes  
  - No
Rationale for Course/Training Request

Please write a short paragraph of how this course/training will benefit your work in the LINC Program.

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I certify that the applicant is currently under contract with the LINC program noted on page 1 of this application:

Supervisor’s Name: ____________________________ Date: __________________

Supervisor’s Signature: ____________________________

Please mail or e-mail your completed application form along with the course description to:

Mail:  CLB/LINC Projects Office
       Sacred Heart Centre
       9624 - 108 Avenue
       Edmonton, Alberta T5H 1A4
       Attn: POP - Kristen Moser

E-mail: kristen.moser@ecsd.net

Please contact the Projects Office if you have any questions or concerns: (780) 944-2000 Ext. 318
# 2016-2017 Pop Application Form - Group

All sections must be completed before application will be processed

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<td>Contact Phone:</td>
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<td>Training on Site:</td>
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## Course Information

A course description must be attached before application will be processed

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<th>Course/Workshop Name and Number:</th>
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<td>Institution Name:</td>
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<td>Number of attendees:</td>
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<td>Cost per person:</td>
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<td>Total Tuition Cost:</td>
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<td>Currency: ☐ CAD ☐ USD Exchange Rate (if appl.):</td>
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<td>Start Date:</td>
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<td>End Date:</td>
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<tr>
<td>Are you receiving any other funding for this course?</td>
<td>☐ Yes ☐ No</td>
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<td>If yes, how much, from where, and for what:</td>
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<tr>
<td>Highest Level/Credential achieved (ex. Level 1 CDA, TESL Certification, etc.):</td>
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</table>

Is this course for TESL Accreditation? ☐ Yes ☐ No
Is this course for a Masters or PhD program? ☐ Yes ☐ No
Rationale for Course/Training Request

Please write a short paragraph of how this course/training will benefit the attending staff members work with the LINC Program.

I certify that this group training will only be offered to those currently under contract with the LINC program noted on page 1 of this application:

Supervisor’s Name: _____________________________ Date: _____________________________

Supervisor’s Signature: _____________________________

Please mail or e-mail your completed application form along with the course description to:

Mail:  CLB/LINC Projects Office
       Sacred Heart Centre
       9624 - 108 Avenue
       Edmonton, Alberta T5H 1A4
       Attn: Professional Opportunities Program

E-mail: Kristen.moser@ecsd.net

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