



The Application Process

Query PDI Office on Eligibility – Reference Employee ID in E-mail to pdi@gov.nt.ca

Review PDI Processes/ Guidelines

Print the Forms: <http://www.practicenorth.ca/index.php?page=professional-development-initiative>

Part 1

Complete **Learning Plan** with manager input

Locate activities directly relevant to role, professional skills or for CME credits

- Prepare a Basic Package:**
- PDI Application Form
 - Learning Plan
 - Link or Brochure

- Additional Forms:
- Job Shadow/Mentorship/Practicum
 - Request for International Travel

Part 2

Request PD1 Leave

Manager must approve leave and support the PDI Package by signing

Part 3

Adhere to Submission Time Limits

Canadian Travel 6 weeks' notice

International Travel 8 weeks' notice

Part 4

Scan or fax Package to the PDI Office pdi@gov.nt.ca or 867-777-8093

PDI Office Reviews the Package within two weeks of submission

Part 5a

Funding Approved Via E-mail Notification Criteria Met

Reimbursement

Prepayment

Part 5b

Funding Denied via E-mail Notification Criteria Not Met

Options May Be Provided

Reconsideration with Further Documentation

PDI Office Determination is Final

Part 6

Purchase Registration, Airfare, Hotel or Resource

Submit Request for Prepaid Travel and Registration Form

BEFORE DEPARTURE
Submit
Travel Authorization Form

Part 7

Within 10 days of Completion of Travel/Course – scan/fax ALL receipts to PDI Office