

Public Service Commission

Excluded Development and Training Fund Guidelines

The purpose of the Excluded Development and Training Fund is to provide our workforce with the opportunity to develop the knowledge and skill base necessary to provide excellence in public service. This can be accomplished through:

Development: skills to focus on growth and potential for future application; and

Training: skills to better perform government job responsibilities.

Guiding Principles:

- Priority will be given to first-time applicants who have not yet received funding in the current fiscal year (April 1st to March 31st).
- All learning opportunities must be employee initiated. Department mandated/employer-initiated development and training is not eligible for funding.
- The committee reserves the right to withhold new funding until the applicant has satisfied all requirements associated with previously funded learning opportunities.
- If an application is denied funding due to lack of funds during a block, the committee may reconsider the application if funding is available at the end of the next block within the fiscal year.
- Applications are reviewed based on the start date of the learning opportunity.

Eligibility:

- Those eligible for funding from the Development and Training Fund for Excluded Employees are those who are employed by the Prince Edward Island Civil Service, Health PEI, Public Schools Branch, or La Commission scolaire de langue française (CSLF) in a supervisory or confidential role with the employer and who are also excluded from any Bargaining Unit (Civil Service Act s.43(2)). Casual and temporary employees appointed through the Public Service Commission must have one year of continuous service with government, excluded or unionized, before they become eligible for funding from the fund.
 - o Secondment/Temporary Assignments - The selection committee will only consider employees that are seconded or assigned to excluded roles in those organizations that are currently eligible for funding (i.e. Civil Service, Health PEI, PSB and FLSB) under the Excluded Development and Training Guidelines. Employees whose terms and conditions of employment are in accordance with the Terms and Conditions of Excluded Employment for Excluded Supervisory and Confidential Employees are eligible under the Excluded Development and Training Guidelines. In some cases, it may be necessary for PSC to review the secondment to understand the terms in order to determine eligibility.”

- Those who are on a Maternity or Parental leave and who would normally be eligible for funding from the Development and Training Fund for Excluded Employees will be eligible for funding during that time. Those eligible that are on a paid leave will also be eligible. All other leaves will be considered on a case-by-case basis.
- When applying for funding for Master's degree programs or other programs that extend beyond one fiscal year, employees may apply for a maximum of \$2,500 per fiscal year. For example, if the program begins in July, employees can apply for funding 60 days prior to the start date, and receive up to the maximum of \$2,500 for the fiscal year. Funding application and supporting documents must clearly indicate the start and end date information. Funding applications and supporting documents must be resubmitted for approval for subsequent years.
- Eligible employees may apply for funding of up to \$2,500 per fiscal year. Funding approval is not guaranteed and is subject to budget availability and selection committee approval.

Excluded Development and Training Fund Opportunity Criteria:

The Excluded Development and Training Fund Selection Committee meets monthly to evaluate applications received by the deadline (2nd Wednesday of each month). Only completed applications are reviewed to ensure the applicant and learning opportunity are eligible for funding under the terms of the policy and guidelines. **Incomplete applications will not be considered.**

- The fund is divided into three (3) blocks:
 - o **Block 1** – Learning opportunities taking place on or between **April 1st to July 31st**
 - o **Block 2** - Learning opportunities taking place on or between **August 1st to November 30th**
 - o **Block 3** - Learning opportunities taking place on or between **December 1st to March 31st**
- Applications may be submitted up to 60 days in advance. If an early bird rate is offered, applications will be accepted prior to the 60 day timeline.
- The deadline for submitting applications is the 2nd Wednesday of each month, or your start date. Applications will **not** be accepted after the start date of the learning opportunity.
- The start date of the learning opportunity must fall within the current fiscal year (April 1st to March 31st).
- MARCH ONLY (if funds remain): Applications will be reviewed after the March deadline on a first come first serve basis for learning opportunities commencing prior to March 31st. All applications must be received prior to the commencement of the learning opportunity.

- The following will be considered for funding: tuition fees of registration of learning opportunities that provide skills and knowledge that will benefit the broader public sector. This includes conferences, seminars, workshops and short courses offered by organizations outside of government.
- Cost of the following are **not** eligible for funding:
 - Non tuition related fees
 - Ex: Virtual fees, Convenience fees, Student Union Fees
 - Meals
 - Course materials
 - Books
 - Salary
 - Travel/accommodations
 - Professional dues
 - Membership fees and exams.
- Where time off is required to attend the learning opportunity, the employee must obtain prior support from an individual's department. Evidence of this support is required in the form of a supervisor's signature (or e-signature) on the application form.
- All unsuccessful or incomplete learning opportunities will not receive further funding.
- To maximize the funding available, applicants may receive a percentage of their funding request.
- Anything not indicated above will be decided at the discretion of the selection committee.

Applicant Responsibilities:

- Applicants must first apply for department training funds, where applicable. Confirmation of department funding or denial must accompany each application.
- For learning opportunities in which travel is required, proof of travel/accommodation approval is required at time of application from the employer.
 - If your travel request is denied but are still planning to attend, you may still be eligible for funding for the learning opportunity.
- Applications must be completed in full and be accompanied by the supporting material required:
 - *Official course description*
 - *Proof of cost (tuition vs. fees)*
 - *Proof of start & end dates of the learning opportunity*
 - *Proof of Department Funding (or lack thereof)*
 - *Travel Request Decision (if applicable)*
- A separate application must be submitted for each learning opportunity.
- Applications for each learning opportunity must be submitted by the 2nd Wednesday of the month, or prior to the start date of the learning opportunity.

- Proof of registration in the learning opportunity must be submitted with the application, where available.
- Upon approval, invoices or receipts must be received at the Public Service Commission no later than 60 calendar days following the commencement of the learning opportunity or the application may be revoked.
- Proof of completion must be submitted upon conclusion of the learning opportunity. For example: certificate, final mark, conference badge.
- Employees who receive funding and who do not complete or attempt the learning opportunity must reimburse the full cost of assistance.
- Employees who receive funding and who choose to leave the provincial public service within six months of receiving funding under this policy must reimburse all funding awarded.
- Applicants who make any adjustments to their approved learning opportunity must notify the fund administrator immediately as this may impact the amount available for reimbursement.
- Applicants must notify the fund administrator immediately if withdrawing an application or if the learning opportunity is canceled.

All applications, invoices or receipts must be received by March 31st of the current fiscal year, without exception.

Please submit completed application forms online using the [webform](#). Supporting documentation such as invoices or receipts can be sent directly to developmentandtrainingfund@gov.pe.ca

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