Frequently Asked Questions

How do I register for a session?
The registration form is available on the Public Service Commission “Learning and You “ website. Click on this link. http://www.gov.pe.ca/photos/original/register.pdf. Your departmental human resource manager also has paper copies of the registration form.

Print the form and fill it out completely. Check the boxes for the sessions that you would like to attend. You can register for one or more sessions at one time. Remember that your manager must sign the form. Your manager’s approval is required for your registration in a session.

Fax the form to the Public Service Commission at: 902-368-4383.

When do I register for a session?
Learners should register at least two work days before the session. You can register up to Noon on the day before the date of session.

How do I know that I am registered for a session?
Within the week that you submit a registration form, you will receive an email confirming your registration in a session. Registration will be done on a first come first serve basis. First priority will be for Civil Service employees. Waiting lists will be kept when necessary.

How much does a session cost?
There is no registration fee for public service employees or their departments. All travel and/or back fill expenses associated with an employee attending a session may be assumed by the employee’s department, at the discretion of the department.

How do I withdraw from a session or change my session date?
Once you are registered for a session, with your manager’s approval, it is expected that you will attend the session.

However, if you are not able to attend, please notify your manager and the Public Service Commission by sending an email to PSC - LearningAndYou@gov.pe.ca Or call Jenna Clow at 902-620-3599. We will be happy to register you for another offering of the session, if it is available.

Session Cancellations
On occasion a session may have to be cancelled due to low registration numbers or situations beyond the control of the PSC. You will be contacted via email as soon as possible.

More information follows,,,,,
Delay and Closures Procedures for Sessions about Working in Government

Delay and/or closure announcements may be found on the government home page: www.gov.pe.ca
Listen to your local CBC radio station for announcements as well.

For sessions that are scheduled for Charlottetown locations:
When there is a delayed opening or closure announcement for the Charlottetown area offices, all sessions scheduled at Charlottetown locations for that day will be cancelled and rescheduled. Participants registered in the cancelled sessions will be notified via email of the new date, time and location of the session.

For sessions that are scheduled for the Summerside location: When there is a delayed opening or closure announcement for the Summerside area offices, all sessions scheduled in Summerside for that day will be cancelled and rescheduled. Participants registered in the cancelled sessions will be notified via email of the new date, time and location of the session.

• Confidentiality
Personal information on this form is collected under Section 31 (c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for accessing learning and development opportunities and will be used for that purpose.

• For information about Learning and Development, contact the Public Service Commission
Diane Cutcliffe Phone: 902-368-4186 Email: dmcutcliffe@gov.pe.ca Fax:902-368-4383
Sylvia Ryan Phone: 902-620-3599 Email: Smryan@gov.pe.ca Fax:902-368-4383