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Nunavut Municipal Training Organization

Applicants will receive a confirmation from the MTO if they have been accepted as a participant.

Why does the registration form have to be signed by the participants and by the SAO?

The two signatures show that the participant and the Hamlet support the initiative, both agree that the participant will follow MTO policies and code of conduct and acknowledge that there are costs associated with the course.

What Policies?

The MTO has a Code of Conduct for the participants. There are policies addressing fees, contributions, training program delivery, and violence & harassment.

Why does the MTO charge registration fees?

The registration fees collected help pay for MTO administration costs.

Why does the MTO send so many emails to the SAO?

The MTO sends emails to the designated contact person in the Hamlet. For most Hamlets, the contact person is the SAO. It can be anyone designated by the SAO.

We try to limit emails by sending course advertisements through our MTO Communications email. If an SAO is contacted directly, it is because the training is related directly to their staff or a course happening in their community.



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Online Training

The Hamlet sent a completed registration form for a participant to attend a course online. Now what do we do?

Wait. An MTO Project Manager will contact the participant to let them know if they have been accepted to the course.

If they have, it is the participant's responsibility to meet the course prerequisites and to be fully present for the duration of the course. Online courses are delivered via Microsoft Teams. The participant must ensure that they have access to a computer that has the Microsoft Teams program, audio and video capabilities, and has access to the internet.

If you would like to check the status of an application, contact the Project Manager in charge of the course. Their contact details are listed under the registration form on the website event.

Why should someone register early for an online course?

They should register early for an online course because some courses fill up quickly, some courses have prerequisites such as reading assignments, and a course may get canceled if there are low registrations one month prior to the start date.

What is the cost to the Hamlet to register a participant to an online course?

The registration fees are \$75/day + GST per participant to a maximum of five days regardless of the course length. When the MTO offers a program which consists of multiple courses, registration fees are invoiced for each of the courses.



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by the participant) the MTO requests an invoice with supporting documents (cheque stubs).

Does the Hamlet invoice the MTO for training allowances?

Yes & No. The MTO always sends a Training Allowance Notice to the Hamlet.

The Hamlet should send an invoice to the MTO with the supporting documents if the course was delivered in the Hamlet.

The Hamlet should **not** send an invoice to the MTO if their participant traveled out-of-town to a course. The MTO will pay the training allowance when it issues the MTO Municipal Contribution.

The MTO does not pay administration costs on training allowances.

Can the Hamlet pay the registration fees by direct deposit?

Yes. The Hamlet's Finance Department should contact the MTO.

How is the MTO Municipal Contribution paid? Can the MTO issue a direct deposit?

An MTO Municipal Contribution is paid by cheque unless the Hamlet has asked to be paid by direct deposit and forwarded their banking information to the MTO.

The Hamlet needs employees with Class 3 Airbrakes or HEO training. How can the Hamlet get you to deliver a course?

The MTO knows that there is a need for municipal staff with driver or HEO training. The MTO applies for funding annually to deliver driver and HEO training. We were not successful with our applications in 2023-24 but we will be applying again in 2024-25. If your Hamlet requires training, let us know so we may include the Hamlet in our proposals.



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