



# Professional development funding criteria for HSA members

## Background:

On April 2, 2009, the constituent unions of the CSSBA entered into a Settlement Agreement with the Provincial Government to resolve litigation related to the Health and Social Services Delivery Improvement Act (Bill 29).

The Bill 29 Settlement Agreement provided funding for professional development education. HSA's share of this funding (the "Fund") is being used to provide one-time only bursaries to HSA members in the CSSBA.

## Goal:

The goal of the Fund is to assist HSA CSSBA members in achieving their professional development goals.

## Eligibility:

1. An application must be submitted by March 31, 2010.
2. The applicant must have been an HSA member in the CSSBA on April 1, 2009 and must be an HSA member in the CSSBA at the time of the application.
3. The course being applied for must begin after April 1, 2009 and before March 31, 2011.
4. The course must relate to professional development in a community social services classification. It does not have to be the applicant's own classification.
5. The following are examples of the types of training that may be eligible:
  - Obtaining or upgrading a credential (eg certificate, diploma, baccalaureate, masters)
  - Upgrading diplomas or certificates for foreign trained workers
  - Changing from a current area of practice to a different specialty
  - Upgrading language or writing skills, including English as second language
  - Upgrading computer skills
  - Upgrading office skills
  - Leadership, supervisory, or management courses relevant to a community social services classification
6. The following are examples of the types of activities and training that will not be covered:
  - Conferences and professional association meetings
  - Self help, personal interest and leisure courses
  - Out of country courses



## Funding guidelines:

7. Subject to sufficient funding and once an applicant is approved, the fund will reimburse the actual cost of tuition/course fees and books, minus any funding received from any other source, up to a maximum of \$2,000.
8. Travel, accommodation, and other associated costs will not be reimbursed.
9. Funding for the course received from any other source will be subtracted from the amount that is considered by the Fund. This includes funding from another source that is designated for travel or accommodation. All financial support for the course is treated equally and is subtracted from the total cost that is considered by the Fund.
10. Successful applicants will be advised by letter when their application has been approved and the amount of the bursary that has been awarded.
11. Successful applicants must provide their social insurance number and detailed receipting for all expenses. This information must be received before March 31, 2011 or as approved. Payment will be made once satisfactory receipting has been received.

## Priorities:

12. There may not be enough money to fund all applications. Priority will be given to:
  - Courses resulting in a recognized credential such as a certificate, diploma, or degree.
  - Courses that will demonstrably improve the applicant's employment security or future employment opportunities. ■

