

## Section ② Education Subsidy

- Complete a separate form for each workshop/conference. Application will be delayed/returned unless fully completed. **If applying for registration costs, tuition or other expenses, please use the Section 1 – Registration and Expenses form.**
- Funding is provided only to those individuals who are scheduled to work and have taken an unpaid education leave to attend a short-term conference or workshop. **Longer term courses such as university/college courses or workshops that are offered over a number of weeks are not eligible.** Maximum 2 (two) days/shifts can be applied for in a Fiscal year. These days/shifts can be taken all at once or separately.
- Application can be submitted prior to the conference/workshop. If not submitted prior, **it must be received by our office within 30 days of conference/workshop completion/attendance.** As this funding is done on a fiscal year (April – March), all applications **must be received by March 31<sup>st</sup> to be considered for that funding year.**

**PLEASE PRINT CLEARLY:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer/Facility \_\_\_\_\_ Area/unit of Work: \_\_\_\_\_

**If you are a manager, please provide position title:** \_\_\_\_\_

Title of workshop/conference/area of study: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

**Application will be delayed/returned if this section is missing information**

**Was/will an unpaid education leave be taken to attend?**

Yes  No Date(s) of unpaid leave: \_\_\_\_\_

**Position Classification:**

RN  RPN

**Shift Length:**

up to 8 hours  up to 12 hours

**Nursing Registration Number:**

CRNM#: \_\_\_\_\_

CRPNM#: \_\_\_\_\_

LPN

up to 8 hours  up to 12 hours

CLPNM#: \_\_\_\_\_

NP

up to 8 hours  up to 12 hours

\_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Employee ID# (mandatory)**

**Please have your manager/supervisor VERIFY the above information:**

The above-noted employee took/will take an unpaid education leave and is entitled to Education Subsidy Funding.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Supervisor Signature**

\_\_\_\_\_  
**Printed Name**

**Mail completed original application form to faxed or scanned copies of applications will not be accepted:**

Continuing Education Fund

120 Tecumseh Street, Wpg, MB R3E 2A9

**Inquiries:** Phone: 204-334-3433 E-mail: [coned@wrha.mb.ca](mailto:coned@wrha.mb.ca)

**For office use only: APPROVAL OF THE WRHA CONTINUING EDUCATION FUND COMMITTEE:**

\_\_\_\_\_ shifts @ \$ \_\_\_\_\_ per shift = \$ \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONTINUING EDUCATION FUND APPLICATION GUIDELINES

The Continuing Education Fund for Nurses supports ongoing education for Registered Nurses, Licensed Practical Nurses, Registered Psychiatric Nurses, Nurse Practitioners and Graduate Nurses (RN/RPN/LPN) who are employed as nurses and provide direct patient care in the Winnipeg Regional Health Authority; as well as educators and front-line managers within this professional umbrella. If there is a conference, workshop or course you want to attend, you can apply for financial support. Financial support is also available for nurses taking certification exams or recertification. **Board meetings, Executive meetings, Standards meetings, etc. do not qualify for funding. Only events that are available to all WRHA nurses qualify. Membership/License fees are not eligible for funding.**

Funding is available in 2 categories:

### ① Registration & Expenses (registration costs/tuition, travel and/or accommodation)

You can apply for this funding numerous times throughout the fiscal year (April to March), to a maximum of \$500 per person. The \$500 can be used towards workshop/conference registration costs, parking, airfare/travel and/or hotel (hotel and travel only eligible if event is **within Canada – conferences held outside of Canada are temporarily not eligible for funding**), university course tuition, and certification exams. **Books/supplies/materials, are not eligible for funding.** To apply, before or after the workshop/conference/course, complete Section ① - Registration & Expenses. Applications must be received ***within 30 days of attendance at the conference/workshop or completion of course/exam, or can be submitted prior to. Receipts and/or proof of attendance/completion are NOT required to submit the application but both are required to receive funding. If not submitted with the application, all documentation must be received within 6 months of the workshop/conference/course end. If not received within 6 months of attendance/completion, application will be cancelled.*** In the case of exams, completion is considered the day the exam is written. Courses are considered complete on the last class. Funding is not contingent on pass or fail. You will be required to submit **original** receipts. These will only be returned to you if a self-addressed stamped envelope is provided and there is a balance remaining on the receipt. You will also be required to submit a copy of your proof of attendance. This can be in the form of a certificate, name tag, mark transcript, etc. **Because we operate on a fiscal year, in addition to the 30 day time limit, all applications must be received by March 31<sup>st</sup> to qualify for that year's funding.**

### ② Education Subsidy

An education subsidy is available for nurses who ***are scheduled to work*** and have to take an ***unpaid education leave of absence*** to attend a conference/workshop/exam. **Two (2)** days of subsidy may be claimed for each fiscal year. These days can be taken all at once or separately. Rate of reimbursement as of April 1, 2019 is as follows (NP rate added as of April 1, 2020):

LPN's:	\$240.00 (up to an 8 hour shift) or \$360.00 (up to a 12 hour shift)
RN/RPN's:	\$340.00 (up to an 8 hour shift) or \$500.00 (up to a 12 hour shift)
Nurse Practitioner (NP)	\$425.00 (up to an 8 hour shift) or \$625.00 (up to a 12 hour shift)

To apply, complete Section ②, the *Application for Education Subsidy*.

**NOTE: Education Subsidy funding is only available to those who are scheduled to work and took/will take unpaid education leave and have submitted the application within 30 days of completion of the conference/workshop attendance. University or other longer-term courses do not qualify for subsidy reimbursement.**

**FULL GUIDELINES ARE AVAILABLE UPON REQUEST:  
Phone 204-334-3433 or e-mail [coned@wrha.mb.ca](mailto:coned@wrha.mb.ca)**