

CONTINUING EDUCATION FUND

Application for Funding

Section ① Registration & Expenses

- Use this form when claiming registration and/or other expenses only. Unpaid education leave is to be applied for on a **Section 2 – Education Subsidy** form. Complete a separate form for each workshop/conference.
- Application can be submitted prior to the conference/workshop/course/exam. If not submitted prior, **it must be received by our office within 30 days** of conference/workshop/course/exam completion. This funding is now fiscal year based from April 1 to March 31. Applications must be received by March 31st to be included in the funding year.
- **Receipts and/or proof of attendance/completion are not required to submit application** but both are required to receive funding. 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. **Supporting documentation (receipt/proof) 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.**
- Receipts will be returned upon request only if a self-addressed stamped envelope is provided and there is a balance remaining on the receipt. **If the entire amount is being paid by the fund, the receipt(s) will not be returned.**
- Payment will be made by direct deposit only. Please attach a **VOID blank cheque** to this application form if you **ARE NOT** on the WRHA payroll system. If not on the WRHA payroll system (S.A.P.), but have received funding previously, banking information is not required.

NOTE: Application will be delayed/returned if all sections are not completed.

PLEASE PRINT CLEARLY:

Last Name: _____ First Name: _____

Home Address: _____ City: _____ Postal Code: _____

Home/cell Phone: _____ Work Phone: _____ E-mail: _____

Employer/Facility: _____ Area/unit of Work: _____

If you are a manager, please provide position title: _____

COLLEGE REGISTRATION #: CRNM#: _____ **CRPNM#:** _____ **CLPNM#:** _____

Title of workshop/conference/area of study (please attach a description of workshop/conference):

Date(s): _____ Location: _____ **Total expenses: \$** _____

ARE THE FOLLOWING DOCUMENTS ATTACHED?:

ORIGINAL Receipts Yes ___ No ___ **COPY** of Proof of Attendance/Completion Yes ___ No ___ **Banking Info:** Yes ___ No ___

Have you applied to this Committee for funding in this fiscal year (April to March)? Yes ___ No ___

If yes, a) When did you apply? _____ b) How much funding did you receive? \$ _____

Have you received/been approved funding for registration or expenses from any other source **for this conference/workshop/course/exam**? Yes ___ No ___ If yes: Source _____ Amount \$ _____

Signature of Applicant: _____ **Date:** _____

Mail completed application form to (faxed 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

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

Receipts Received: YES/NO **Proof of Attendance Received:** YES/NO **Funding Approved:** YES/NO

Signature: _____ Date: _____ Amount Approved: \$ _____ (pending receipts)

Comments/Reason Declined: _____

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 31st 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**