

Continuing Education Fund for Nurses

Funding for this initiative is made available through Manitoba Health Nurses Recruitment and Retention Fund

The Continuing Education Fund was established in 2000 by Manitoba Health Nurses Recruitment and Retention Fund to support ongoing education for Registered Nurses, Registered Psychiatric Nurses, Graduate Nurses, Nurse Practitioner (Registered Nurse Extended Practice) and Licensed Practical Nurses who are employed by the WRHA as nurses (full-time, part-time or casual) and provide direct patient care. Educators and front-line managers who fall under this professional umbrella are also eligible to apply.

This document has been created to answer the most common questions about our fund. If you require more information or are unclear, please call 204-334-3433 or email coned@wrha.mb.ca

General Questions

Do I submit my application before or after the conference/course?

- ◆ You can do either, however the application must be received **by our office within 30 days of the completion of the conference/workshop/course/exam**. If you apply previous to attending you will receive a letter advising you where to send your receipts and/or proof of attendance/completion after the conference/workshop/course/exam.
 - ◆ *Supporting documentation (receipt/proof/banking information) 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. Course/exam results are not required to submit the application but are required to receive funding. Funding is not dependent on pass/fail.
- ◆ In the case of recertification, completion date is considered the date you have completed your hours necessary and receive the letter stating you have completed the necessary requirements to recertify – not the effective date of your recertification.

How long does it take to receive funds?

- ◆ For Section 1 – Registration and Expenses you will receive your funds approximately 4 to 6 weeks **after we receive a copy of your proof of attendance/completion, original receipts (if not submitted earlier), your banking information for direct deposit to your bank (VOID cheque) and an e-mail address to send notification of payment to**. Cheques will not be issued. Proof can be in the form of a name tag, certificate, letter, course transcript, etc.
- ◆ For Section 2 – Education Subsidy you will receive your funds from your facility once your application has been approved by our office and notification sent to your facility to pay you (a copy of your approval letter is sent to your facility).
- ◆ Please note, during extreme busy times, e.g. March 31st fiscal year end and December 31 calendar year end, applications could take up to 8 weeks to process.

Can I fax/scan & email my application form and/or supporting documentation?

- ◆ **Acceptable by Fax:** Only the proof of attendance/completion can be sent by fax. Application forms are not accepted by fax due to the fact that some machines distort the printing and makes it very hard to read.
- ◆ **Acceptable by email:** You can scan and send your **Application Form** and/or **Proof of Attendance/Completion** by email. **Receipt(s)** can only be sent by email if it is an emailed receipt that you received and you forward it to coned@wrha.mb.ca. A scanned receipt or picture of a receipt that is emailed cannot be accepted.

As an employer, can I pay for staff to attend a conference and get reimbursed through the Fund?

- ◆ No, receipts must be in the nurse's name. We do not reimburse facilities for any costs other than salary for nurses who take an unpaid education leave.

Section 1—Registration & Expenses

What kind of education is covered by the fund and how much is covered?

- ◆ **Conferences and workshops held within Canada** from 1 to 5 days, to a maximum of \$500.00 per fiscal year (April to March). Membership fees, license fees, Board meetings, Executive meetings, Standards meetings and education considered **mandatory** are not eligible for funding. You can use the funds towards registration fees, airfare, gas, hotel, and car rental. Hotel, car rental, gas, taxi costs are only covered for conferences held outside of Winnipeg. To claim for gas costs, you must start with a full tank, submit receipts for any gas purchased during the conference period and the receipt when you return showing you ended with a full tank. Any gas receipts submitted dated more than one day prior to or after the conference will be disallowed. Hotel expenses should be reasonable and appropriate for the purpose of the trip. Luxury accommodations will not be funded. All claims will be reviewed and are subject to reasonable reimbursement. The fund does not pay for meals, books/supplies/materials. Parking is only funded if the registration cost is being applied for and only for the dates of the event; **or**
- ◆ **Certificate Exams or re-certifications** to a maximum of \$500.00; **or**
- ◆ **University, Red River College, Distance Education tuition/online courses** to a maximum of \$500.00 per fiscal year for tuition costs only; **or**
- ◆ Any combination of the above to a maximum of \$500.00 per fiscal year.

Can I apply in conjunction with other funding sources?

- ◆ Yes. The various funds will stamp your receipt with the amount they have funded you so that there is no duplication of funding.

Will I get my original receipts back?

- ◆ Your receipt will only be returned to you if there is a balance remaining on the receipt and you supply us with a self-addressed stamped envelope. If the fund is paying for the entire amount of the receipt it will not be returned.

What if I don't attend the conference?

- ◆ As we require proof of attendance/completion, if you could not supply this, we would not reimburse any expenses. If you don't attend and have sent in your application, we would appreciate a call at 204-334-3433 or email coned@wrha.mb.ca advising us that you do not wish to use the funds at this time.

Can I carry unused funds to the next fiscal year?

- ◆ No. Each nurse is entitled to \$500.00 in a fiscal year (April to March). Applications must be received within **30 days of conference/course/exam completion**. Deadline for submission for a fiscal funding year is March **31st**. **Any requests received after April 1st will be processed in the current year.**
- ◆ For conferences being held in March it's a good idea to submit your application prior to the event to avoid missing the March 31st deadline. If not submitted with the application, your receipts and proof of attendance/completion would need to be submitted after the event.

Can I split expenses over 2 years of funding:

- ◆ Yes:
University courses that exceed \$500.00 and end in March or start in April — you would be entitled to \$500.00 for one fiscal year (if no other funding had been applied for) and the balance to a maximum of \$500.00 in the next fiscal year. Following are examples of such funding:

Example #1

- ✓ Course(s) run from January, 2012 to April, 2012; tuition cost: \$780.00
- ✓ Nurse submits 2011-2012 fiscal year application prior to March 31, 2012 and is approved for \$500.00 (no other funding had been applied for in the fiscal year)
- ✓ Nurse submits 2012-2013 application no later than May 30, 2012 and is approved for \$280.00
- ✓ Nurse submits proof of attendance (grade report) which covers the entire course and is then paid \$780.00

Example #2

- ✓ Course(s) run from April to August, 2012; tuition cost: \$590.00, no funding has been applied for in the current fiscal year (from April 1, 2011) and is **paid for prior to March 31, 2012. Receipt must be dated prior to March 31, 2012.**
- ✓ Nurse submits 2011-2012 application prior to March 31, 2012 and is approved for \$500.
- ✓ Nurse submits 2012-2013 application no later than September 30, 2012 (30 days after completion) and is approved for \$90.00
- ✓ Nurse submits proof of attendance (grade report) which covers the entire course and is then paid \$590.00

Example #3

- ✓ Course(s) run from September, 2011 to April, 2012; tuition cost: \$1,345.00
- ✓ Nurse submits 2011-2012 application prior to March 31, 2012 and is approved for \$500.00 (no other funding had been applied for in 2011-2012).
- ✓ Nurse submits 2012-2013 application no later May 31, 2013 (30 days after completion) and is approved for \$500.00
- ✓ Nurse submits proof of attendance (grade report) which covers the entire course and is then paid \$1,000.00

CNA Exam/Recertification: Funding can be allocated to the year that the fees are paid, but funding is not paid until the exam/recertification is complete. Following is an example of such funding:

- ✓ Fee for the exam/recertification is paid in 2012 (e.g. November) but exam/recertification is not complete until April, 2013; cost \$477.00
- ✓ Nurse submits 2011-2012 application prior to March, 31, 2012 and is approved for \$477.00 (no other funding applied for in 2011-2012)
- ✓ Nurse provides proof of attendance/completion following exam/recertification notice and is paid \$477.00
- ✓ Nurse would still have the full allocation of \$500.00 for 2012-2013.

Conferences: In **some** cases, nurses can receive 2 years of funding for a single conference if expenses are paid by the nurse **in both fiscal years**. Following are examples:

Example #1

- ✓ Conference is being held in April, 2013. Total estimated expenses are \$1,500.00
- ✓ Nurse pays for the registration fee or airfare (\$600.00) in November, 2012. **A receipt dated prior to March 31, 2013 must be submitted.**
- ✓ Nurse submits 2012-2013 application prior to March 31, 2013, attaching the original receipt proving the fee was paid prior to March 31, 2013, and is approved for \$500.00
- ✓ Nurse submits 2013-2014 application within 30 days of attending the conference and is approved for \$500.00 (this funding can be used for the \$100.00 balance of the registration fee and/or any other expenses totaling \$500.00)
- ✓ Nurse provides proof of attendance and is paid \$1,000.00

Example #2

- ✓ Conference is being held March 1-5, 2013. Total expenses are \$1,243.00
- ✓ Nurse submits 2012-2013 application prior to March 31, 2013 and submits a second 2013-2014 application within 30 days of conference end (by April 5, 2013)
- ✓ Nurse is approved for \$500.00 for 2012-2013 and \$500.00 for 2013-2014.
- ✓ Nurse provides proof of attendance and is paid \$1,000.00

Section 2 — Education Subsidy

What is the Education Subsidy and who is eligible to receive it?

- ◆ Full-time or part-time nurses who are **scheduled to work** and wish to attend a short-term conference or workshop, can request an Education Leave of Absence from their facility. Casual nurses cannot apply for Section 2. To qualify as a short-term conference or workshop, the dates of the event **must be consecutive**. Nurses who are taking longer-term courses such as University courses or workshops that are offered over a number of weeks, are not eligible to apply for subsidy wage replacement.
- ◆ The fund will reimburse up to **2** days/shifts to attend conferences or workshops. These days can be taken all at once or separately.
- ◆ The requested days/shifts must fall within the actual dates of the conference. One day prior to or after the conference dates can be included if needed for travel time or if you are scheduled to work a night shift the day before or after.
- ◆ Rates are as follows as of April 1, 2019 (Nurse Practitioner 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)

Does this funding affect my \$500 Registration and other Expenses funding?

- ◆ This funding has no bearing on the \$500.00 for registration/expenses. Nurses are entitled to both.

How do I receive my money (salary)

- ◆ When the approval letter is sent to you, the employee, a copy of the letter is also forwarded to the Finance/Payroll department at your facility. This is the facility's authorization to pay you for the total amount approved. In most of the facilities, these payments are included it on a regular pay cheque.

Are my benefits/seniority etc. affected?

- ◆ Yes they are. You are not compensated for any benefits (i.e. pension, seniority) on these payments. This payment is subject to source deductions and will be included as taxable income on your T4 for tax filing purposes.