

Please Read Carefully
We've made changes!!!



ASSOC. OF
ALLIED HEALTH
PROFESSIONALS

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www.aahp.nf.ca

Membership Education Fund Application

(Revised April 2009)

IMPORTANT – Please Read – Incomplete or incorrectly completed applications may be rejected without notice. Please review the application guidelines and the application carefully. If you have any questions about the application process please call AAHP Office or your AAHP representatives for assistance.

Application Deadline Dates and Period Covered for Each Draw

Deadline Date: July 31 - Covers June 1 – January 31
November 30 – Covers October 1 – May 30
March 31 – Covers February 1 – September 30

Part 1 – Member Information

Name: _____
(First Name) (Last Name)

Home Mailing Address: _____
Apt. # Street No. Street

City/Town Postal Code

Contact Numbers: Home Phone: _____ Business Phone: _____ Fax: _____
e-mail: _____

Name of Employer: _____

Date of Employment: _____

Classification: _____ Step: _____ AAHP Member since: _____

Employment Status: Please check one
 Permanent Full Time Permanent Part Time Temporary Full Time Temporary Part Time
If Temporary – date temporary employment is schedule to end: _____

Part II – Educational Event Information (Attach copies of any information relating to event)

Name & Description of Event: _____

Sponsor of Event: _____ Address of Sponsor: _____

Location of Event: _____

Date Of Event: _____ Type of event: Distance Education _____
AGM/Professional Meetings _____
Conference/Seminar/Workshop _____
Other _____

Part III – Financial Information

IMPORTANT – PLEASE NOTE: It is the position of AAHP that the responsibility for assuming costs associated with continuing job related education resides with the employer. As a result, this fund should not be viewed as a primary funding source. **This application will not be considered unless documentation is signed by the employer and indicates if funding was approved or denied.**

1. How much money are you applying for? (Maximum \$500) _____

2. Provide a breakdown of estimated or actual costs be claimed:

Tuition/Registration Fee	_____	(provide conference brochure or similar documentation)
Text Books/Materials	_____	
Transportation	_____	(mileage as per Collective Agreement; Receipts necessary for Taxis)
Telephone Calls	_____	(as per Collective Agreement)
Dependent Care	_____	(receipts necessary)
Accommodations	_____	(receipts necessary; or \$25/night for private accommodation)
Meals	_____	(as per the collective agreement)

Sub Total Costs: _____
Minus – Funding From Employer _____
Minus – Funding from Other Sources _____ **(list sources & Amounts on separate sheet)**
Total Costs (Unfunded): _____

3. Have you previously received funding from the AAHP Education Fund?
If yes - Amount received? _____ When? _____

IMPORTANT: This section must be completed and signed by the Employer’s representative.

This is to certify that _____ has applied for financial assistance from the employer to attend _____.

Name of Course

Funding has been approved in the amount of \$ _____.

Funding has not been approved: _____

Employer’s Signature & Title

Phone No.

Date

I certify that the above information is true and correct. I hereby authorize the Education Fund Committee to validate any of the aforementioned information if required.

Member’s Signature

Date

APPLICATIONS MAY BE REJECTED IF ALL INFORMATION IS NOT INCLUDED!



Education Fund Guidelines

Revised April 2009

It is the position of AAHP that the responsibility for assuming costs associated with continuing jobs related education resides with the employer. As a result, this fund shall not be viewed as a primary funding source. **The application will not be considered unless documentation signed by the employer indicates funding was approved or denied. The amount of funding received from the employer must be indicated.**

SECTION 1: The Education Fund

- 1.1 The Education Fund Committee will consist of: Three AAHP members; the President and the Administrative Director will be ex-officio members. The President and the Administrative Director will not vote on proceedings of the Education Fund Committee. The President may vote as a member of the Executive Officer's Committee when ruling on an appeal.
- 1.2 The Fund will award a total of \$10,500 yearly - 3 draws of \$3500 each draw.
- 1.3 Maximum funding a member can receive in one year is \$500. A year is defined as 12 months from date of draw in which funds were awarded.
- 1.4 The draw will be conducted on a lottery draw system. Names of all applicants will be entered and drawn randomly. Chances of being awarded the maximum allowable depends on the order in which applicant's name is drawn . Each draw will continue until the total amount for the draw has been awarded.
- 1.5 The responsibility for conducting the lottery rests with the Education Fund Committee.
- 1.6 Incomplete applications or applications not meeting the criteria may be rejected by the Education Fund Committee without notice to the applicant. The guidelines will be adhered to strictly.
- 1.7 Disputes in regard to eligibility or interpretation of these guidelines may be appealed to the Executive Officers Committee. The decision of the Executive Officers Committee will be final and binding.

- 1.8 The Education Fund Committee can recommend amendments to the guidelines Executive Officers Committee. Amendments may be made at any time but must be approved by the Executive Officers Committee.
- 1.9 Successful applicants will be notified by phone and/or in writing.
- 1.10 The names of successful applicants may be announced to the membership of the union or publicly advertised.

SECTION 2: ELIGIBILITY

- 2.1 Only members of AAHP are eligible to apply. Members must be currently employed and paying dues at the time of the application. Members on approved unpaid leave of absences (i.e. Maternity; Education; General unpaid;) or layoff will not be awarded funds until the employee returns to work and returns within twelve months of the draw date.
- 2.2 The educational event should enhance your knowledge and skills as a health professional. At the discretion of the Education Fund Committee, a member may be requested to write a letter explaining in more detail how the event being applied for relates to his/her current position meets these criteria.
- 2.3 The educational event must be through (1) a recognized educational institution or (2) the applicants' professional association. Events conducted through correspondence courses are eligible provided all other criteria are met.
- 2.4 Educational events outside the jurisdiction outlined in Guideline 2.3 must be explained in detail and attached to the application.
- 2.5 Determinations of eligibility will rest with the Education Committee.

SECTION 3: GUIDELINES FOR APPLYING

- 3.1 There will be three draws per year. The following dates will be strictly enforced. Applications sent through the mail must be received by the AAHP Office on or before the application deadline date.

Deadline for Applications	Education event must commence within the following dates:
July 31	June 1 – January 31
November 30	October 1 – May 31
March 31	February 1 – September 30

- 3.2 Unsuccessful applicants or applicants receiving partial funding may reapply for the next draw. Applications must be resubmitted in order to be reconsidered. The following conditions must apply:
- (i) The education event is within the dates noted above for each draw.
 - (ii) The applicant has not been awarded the maximum amount (\$500) in the previous twelve month period.
- 3.3 Copies of an official fee schedule and official outline of the event must be attached to the application form and received at AAHP office on or before the draw date. (Or a written explanation as to why such information is not included).
- 3.4 Only one application per member per draw will be accepted. One Educational event must be stated on the application, however, if for some reason this event cannot be attended, the money awarded may be used for another educational event with the approval of the Education Fund Committee. The applicant must provide notification in writing explaining why the event was not attended and requesting that the monies be used for another event stating the event; date; costs, etc. Each request will be dealt with on a “without prejudice” basis.
- 3.5 Applications for the Education Fund Draw are available from
- (1) AAHP Website - www.aahp.nf.ca or;
 - (2) AAHP Site representatives or;
 - (3) AAHP Office
- 3.6 The applicant must provide documentation (on the application form) signed by the employer indicating funding was approved or denied. The amount of funding received from the employer must be indicated.

SECTION 4: ELIGIBLE EXPENSES

- 4.1 Tuition/Registration Fee - an official brochure or letter etc., indicating these costs must be attached to the application.
- 4.2 Text Books - This will include the cost of course material, including text books.

An official brochure, letter or documentation outlining these costs must be attached to the application, if available.

- 4.3 Accommodations - if available, an official brochure or letter indicating the cost of accommodations must be attached to the application.
- 4.4 Dependent Care - Receipts for Dependent care are be required. Coverage will include Dependent Care for periods outside regular working hours to a maximum rate of minimum wage.
- 4.5 Transportation - an official brochure or letter, indicating the cost of transportation must be attached to the application if available. Travel by car will be paid in accordance with the AAHP Collective Agreement - estimated kilometers of travel must be indicated on the application form.
- 4.6 Meals - Meals will be paid in accordance with the AAHP Collective Agreement.
- 4.7 Telephone Call – will be paid in accordance with the AAHP Collective Agreement.

Expenses for travel, meals and accommodations will be paid if the member is required to travel outside a 40 km. radius from their regular place of employment.

SECTION 5: CLAIMING AN AWARD

- 5.1 Successful applicants must submit receipts for all of the above expenses and a signed self declaration form- within 30 days of course completion.
- 5.2 The Committee may notify applicants whose names were drawn but only received partial funding that extra money are available as a result of not being claimed.
- 5.3 The policy of the Committee is to award funds upon completion of education event. However, upon special request to the Education Fund Committee, consideration will be given to awarding funds (full or partial) in advance of the educational event. The Committee will review each request on a individual basis.

5.4 Any funds not awarded as a result of any draw will remain in the fund for the next draw.