



## **Association of Allied Health Professionals Members' Education Fund Guidelines**

December 2015

### **1. Purpose**

- 1.1 The Association of Allied Health Professionals (AAHP) administers the AAHP Members' Education Fund to support active AAHP Members in accessing professional development and education opportunities. The AAHP recognizes that this type of funding is important to assist Members in maintaining and improving their professional competencies, enhancing their career progression, keeping abreast of new technologies and practices, or in complying with professional regulations.
- 1.2 The AAHP maintains that the Employer holds primary responsibility for supporting the continuing professional development and education of its employees, including any related expenses. As such, the AAHP Members' Education Fund is not intended to be a primary funding source for these activities.

### **2. Fund Administration**

- 2.1 The AAHP Members' Education Fund is overseen and administered by the AAHP Education Committee. However, the total Fund allocation is set by the AAHP Membership at the AAHP Biennial General Meeting.
- 2.2 The annual allocation for the Education Fund is currently set at \$14,000. Revenues for the Fund are drawn from union dues paid by the AAHP Membership.
- 2.3 The Education Fund is awarded to AAHP Members during one of four (4) application periods per year, with 25% of the total annual amount allocated to each period.

### **3. Eligibility Criteria**

- 3.1 All active AAHP Members are eligible to apply to the AAHP Members' Education Fund. This means that an AAHP Member must be currently working and paying union dues at the time of the professional development/education event identified in the application.
- 3.2 AAHP Members on approved unpaid leave of absences (i.e. Maternity leave; Education leave; General unpaid leave, etc.) or layoff are eligible to apply to the AAHP Members' Education Fund provided they are scheduled to return to work and paying union dues at the time the professional development/education event is held.
- 3.3 Only members that submit a fully completed AAHP Members' Education Fund Application will be eligible. This includes the Employer Certification section.
- 3.4 Successful Applicants under the AAHP Members' Education Fund may be eligible to receive up to \$500 per 12 month period. If a successful Applicant is awarded/requested an amount less than \$500 for a particular event, they may apply to the Education Fund with respect to another professional development/education event within the 12 month period for the balance. For example, if a member is awarded \$250 in the November application period, they may apply for \$250 support in February as well.
- 3.5 Eligible professional development/educational event should enhance members' knowledge and skills as health professionals. At the discretion of the Education 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.

- 3.6 The professional development/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.
- 3.7 Educational events outside the jurisdiction outlined in Sections 3.4 and 3.5 may be considered. In these cases, Applicants must include a detailed explanation/rationale with their application.

**4. Application and Award Process**

- 4.1 Applicants must complete and submit an *AAHP Members' Education Fund Application* in accordance with the Application Deadline Dates, Covering Periods and submission information on the application. 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 Application Deadline date, or a written explanation as to why such information is not included.
- 4.2 There are four "Covering Periods" per fiscal year, with Application Deadline Date that falls approximately six weeks prior to them as follow:

APPLICATION DEADLINE DATES & COVERING PERIODS:	
Application Deadline Date(s)	Covering Period <i>for Education Events Attended Between:</i>
➤ <b>August 15</b>	➤ October 1 to December 31
➤ <b>November 15</b>	➤ January 1 to March 31
➤ <b>February 15</b>	➤ April 1 to June 30
➤ <b>May 15</b>	➤ July 1 to September 30

- 4.3 Applications for the Education Fund Draw are available from:
  - (1) the AAHP Website - [www.aahp.nf.ca](http://www.aahp.nf.ca);
  - (2) AAHP Site representatives ; or the
  - (3) the AAHP Office.
- 4.4 Applicants may only apply to the Education Fund for the respective Covering Period that their Professional Development/Education Event will be held. For further clarity, a Member wishing to apply for support for an event in November must submit their application by the August application deadline date.
  - 4.4.1 There may be exceptional circumstances when an education event for a particular covering period is announced after the application deadline date has already passed. In these cases, members may submit a completed application to AAHP Membership Education Fund by the next Application Deadline Date for funding consideration, along with all relevant receipts for expenses associated with the event and documentation demonstrating the timing of the event announcement/notification.
- 4.5 Only one application per member per Covering Period will be accepted.
- 4.6 The Application must outline all anticipated expenses for the event with documentation, where possible. Eligible expenses include, but may not be limited to:
  - 4.6.1 Tuition/Registration Fees(an official brochure or letter etc., indicating these costs must be attached to the application);
  - 4.6.2 Text Books (this will include the cost of course materials);

4.6.3 Dependent Care (receipts for Dependent care will be required. Coverage will include Dependent Care for periods outside regular working hours to a maximum rate of minimum wage);

4.6.4 Travel Expenses: These will be eligible if the member is required to travel outside a 40 km. radius from their regular place of employment as follow:

- 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 and estimated kilometers of travel must be indicated on the application form;
- Meals (meals will be paid in accordance with the AAHP Collective Agreement);
- Telephone Calls (will be paid in accordance with the AAHP Collective Agreement; and
- Accommodations (if available, an official brochure or letter indicating the cost of accommodations must be attached to the application).

4.7 The Education Committee meets within one week immediately following an Application Deadline Date to identify the successful Applicants. During this process:

4.7.1 All applications are first reviewed for eligibility, including completeness of the application as per Section 3 of these guidelines;

4.7.2 The names of all eligible Applicants are entered for a lottery style draw;

4.7.3 An Education Committee member randomly draws names from the eligible pool of Applicants to receive an Education Fund award. Names will be drawn until funding allocation for that Covering period is exhausted.

4.7.4 It is possible that a limited amount of funding is available at the end of the selection process that will only partially meet a successful Applicant's requested support. In these cases, the Member will be offered the options of (1) accepting partial funding or (2) withdrawing their application for this particular Covering period. In both cases, the Member would be eligible to apply to the Education Fund to support another event to bring his/her total award up to \$500 within a 12 month period as per Section 3.4 of these guidelines.

4.8 Successful Applicants will be notified by phone and/or in writing by AAHP Staff within three days following the Education Committee's award process for each Covering period.

4.9 Successful Applicants may submit required receipts/documentation to claim their award up to 30 days following their participation in the professional development/education event, and a signed self-declaration form. Awards not claimed in this period will be considered forfeited. In circumstances where the Member is unable to submit their claim within this period, they may notify the AAHP Office to request an extension.

4.9.1 Upon special request to the Education Committee, consideration will be given to awarding funds (full or partial) in advance of the educational event. The Committee will review each request on an individual basis.

4.10 If a successful Applicant was not able to attend the Professional Development/Education event, they may request to use this funding towards another event within the same, or immediately subsequent Covering period. The request must be forwarded to the AAHP Office, including a written explanation as to why the original event was not attended, and a description of the new event with all documentation and associated expenses, etc. Decisions on all such requests will be made by the Education Committee. Each request will be dealt with on a "without prejudice" basis.

- 4.11 The AAHP adheres to travel/expense rates outlined in the Collective Agreement with respect to expenses for Mileage, Meals, Telephone and Private Accommodations. Receipts are required for Taxis, Dependent Care and any expenses claimed.
- 4.12 All funds for a particular Covering period that have not been awarded/claimed will be used to increase the allocation for a subsequent Covering period.
- 4.13 The names of successful Applicants may be announced to the membership of the union or publicly advertised.
- 4.14 Disputes in regard to eligibility or interpretation of these guidelines may be appealed to the Executive Officers Committee or AAHP Board, depending on the earliest scheduled meeting time for each from the date of the appeal. The decision of the Executive Officers Committee/Board will be final and binding.