



## Frequently Asked Questions

1. **The Ministry of Health has allocated monies as a professional development fund for the HSPBA to administer. As a member of CUPE covered by the HSPBA/HEABC Provincial Agreement, when will I be able to apply for funding to support my education/training?**

You may apply now. Applications will be accepted up until July 1, 2019.

2. **Will the fund cover expenses related to education/training already underway?**

The fund is designed to cover education/training that occurs between September 1, 2018 and August 31, 2019.

3. **Is this a one-time offering?**

Subject to whether the fund is totally disbursed during this first offering, another announcement will be made in the summer of 2019, inviting members to apply for funding support for education/training that commences after August 31, 2019.

4. **How are applications prioritized? Is it first-come, first-served?**

The \$3M fund is to be allocated proportionally across three professional development categories:

- a. retraining HSPBA members for professions which are in short supply;
- b. ongoing required professional development for HSPBA members; and
- c. professional development for HSPBA members working specifically in rural and remote settings.

Applications will be processed in the order they are received, and any application that is approved will have satisfied the eligibility criteria and funding guidelines. A successful applicant must submit satisfactory expense receipts in accordance with instructions found in an application approval letter. Only then will reimbursement of approved expenses be issued.

5. **Certain Ministry priority service areas are listed in the application form. Should I submit an application even if I can't say for certain that a particular priority service area would be advanced with my application?**

Yes. Do your best to answer how you think your application will serve the particular priority.

6. **What types of education/training are considered as professional development?**

Professional development includes a range of events/instruction, such as workshops, seminars, conferences, courses, or programs. It might require in-person attendance, distance learning, or

clinical placement. It might be of relatively short duration or a more lengthy pursuit of credentials such as a diploma, advanced certification, or degree.

**7. What type of actual costs are considered for reimbursement?**

Tuition fees, registration fees, the cost of required books/materials, and other reasonable education/training-related expenses are considered, to a maximum of \$5000.00.

**8. The type of professional development I want to pursue requires me to travel or temporarily relocate within B.C. Are reasonable costs of travel or accommodation eligible for funding support?**

Yes. There is an additional maximum of \$5000.00 considered as support for members who must travel or arrange for accommodation within B.C. to access education/training or a related clinical placement that is not offered locally.

**9. I understand that travel and/or accommodation outside B.C. is not eligible for funding support. But is the cost of education/training (as described in Part A of the application form) eligible for funding support if it is offered outside B.C.?**

Yes, provided it is offered within Canada.

**10. Is there an appeal process to access if my application is not approved in part or whole?**

No. Every effort will be made to process applications fairly and in accordance with the eligibility and funding guidelines.

**11. Can members apply to have wages paid from the fund?**

No. In order to support professional development for as many members as possible, the fund will not pay for wages associated with an application.

**12. Is this fund a substitute for any collective agreement provisions?**

No. The professional development fund is over and above the collective agreement. All provisions of the HSPBA/HEABC Provincial Agreement continue to apply, including Education Leave as per Article 17 and Unpaid leave as per Article 22.

**13. How do I get any other question about this Professional Development Fund answered?**

To most efficiently handle enquiries, please direct your question to:

- If you are a member of CUPE Local 15, to Mark Gloumeau: [mgloumeau@cupe15.org](mailto:mgloumeau@cupe15.org)
- If you are a member of CUPE Local 1978, to Lindsay Fumalle: [lindsay.fumalle@cupe1978.com](mailto:lindsay.fumalle@cupe1978.com)
- If you are a member of CUPE Local 4816, to Connie Penman: [conniepenman@shaw.ca](mailto:conniepenman@shaw.ca)