



## MAHCP Professional Development Fund 2016-2017

The maximum award provided to successful applicants will be up to \$250.00. These funds are available July 01 to June 30 or until the fund is depleted.

**Maximum frequency of eligibility is once every two years.**

### **TO ALL APPLICANTS:**

Before completing this application, please check:

- Is this course mandated by your Employer?
- Have you applied for funding from your Employer? *(Under most MAHCP Collective Agreements (usually Article 2013) the employer is obligated to provide funding for courses, and we would ask that you apply first to your Employer for Professional Development funds. To ensure you have access to funding from your employer, please check your Collective Agreement at machp.ca)*

### **Please submit the following documents:**

- Course information
- A brief note stating how the course is professionally relevant
- Proof of Enrollment **MUST** accompany application (copy of receipt)
- Applicable receipts (travel, tuition)
- A photocopy of your educational request to your Employer (if applicable)

**Applications must be complete in full, otherwise they will not be considered**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: (Home) \_\_\_\_\_

Name of Course: \_\_\_\_\_

Sponsor of Course: \_\_\_\_\_

Date and Duration of Course: \_\_\_\_\_

**TOTAL ELIGIBLE EXPENSES: \$** \_\_\_\_\_ (total receipts)

I am a member of MAHCP in good standing and I agree to have my name published in the MAHCP newsletter and on the website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Date received \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_

# Manitoba Association of Health Care Professionals

## Professional Development Fund

### Criteria

MAHCP will provide Professional Development awards to qualifying members, who wish to take professional development courses, or courses related to union education.

Maximum frequency of eligibility is once every two years. Successful candidates are required to pay the full amount of registration, and will be reimbursed upon submission of receipt. The award is to be used for registration fees and travel expenses to a maximum of \$250.00.

Eligibility: Consideration will be given to candidates who provide all of the following, in a written submission using the application form on the MAHCP website.

1. provide a copy of the course information
2. provide a brief note stating how the course is professionally relevant
3. provide proof of enrollment (copy or receipt **MUST** be included)
4. provide applicable travel receipts
5. Professional development is found in most Collective Agreements under Leave of Absence: Career Development. If you have trouble finding this article, please contact MAHCP at: (204) 772-0425

The award recipients must consent to have their name placed on the MAHCP newsletter and website. Applying to this fund does not preclude acceptance arbitrarily. All applicants will be notified in writing to advise them of the status of their application, before the time of the course in question.

Applications will be processed by the office staff, with final decisions made by the President.