

**MAHCP's Professional Development Fund is available to support our members in good standing who wish to take professionally relevant education or union-focused training to enhance or upgrade their education.**

Awards are to be used to defray course registration fees and travel expenses. Successful applicants can be awarded up to a maximum of \$250. These funds are available between July 1 and June 30 annually, or until the fund is depleted each year. Maximum frequency of eligibility is once every two years.

## TO APPLY

Please submit this form along with a copy of the following documents by email to [info@mahcp.ca](mailto:info@mahcp.ca). Applications must be submitted in full to be considered.

- Course information
- A brief note stating how the course is professionally relevant
- Proof of enrollment (copy of receipt)
- Applicable receipts for travel
- A photocopy of the educational request to the employer (if applicable)

## APPLICANT & COURSE INFORMATION

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

Personal email: \_\_\_\_\_ Personal phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Course name: \_\_\_\_\_ Course sponsor: \_\_\_\_\_

Course date: \_\_\_\_\_ Duration: \_\_\_\_\_

**Total eligible expenses: \$** \_\_\_\_\_  
Total receipts \_\_\_\_\_

## SIGNATURE

I am a MAHCP member in good standing. I agree that MAHCP may publish my name as a PD fund recipient in union promotional materials, which may include newsletters, reports, website, and other applicable materials.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office use only:

Date received: \_\_\_\_\_ Approved: YES  NO  Amount: \_\_\_\_\_

### APPLICATION CRITERIA

MAHCP will provide Professional Development funds to qualifying members in good standing, who wish to take professional development courses, or courses related to union education. Professional Development is found in most Collective Agreements under **Leave of Absence: Career Development**. If you have trouble finding the article, please contact your MAHCP team at [info@mahcp.ca](mailto:info@mahcp.ca).

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. Successful applicants may be awarded up to a maximum of \$250. Maximum frequency of eligibility is once every two years.

### ELIGIBILITY

Consideration will be given to candidates who provide all of the following, in an email, using the application form on the MAHCP website (under Member Resources >> Frequently Used Forms). Applicants should provide:

- A copy of the course information.
- A brief note stating how the course is professionally relevant.
- Proof of enrollment (copy of receipt MUST be included).
- Applicable travel receipts.
- A copy of the educational request to the employer (if applicable.)

### TO SUBMIT A PROFESSIONAL DEVELOPMENT FUND REQUEST

[info@mahcp.ca](mailto:info@mahcp.ca)