



# Eligibility Guidelines: HSPBA Professional Development Fund

## Eligibility and Funding Guidelines

- For education/training commenced between September 1, 2022 and August 31, 2023
- Applications accepted up until August 31, 2023

## Background

The Provincial Ministry of Health and the HSPBA share a common commitment and goal to sustain a highly trained workforce of health science professionals in the province. Health Science Professionals must achieve and maintain rigorous educational standards to ensure that best practices continue to be achieved.

The Ministry of Health has allocated \$3 million for the Health Science Professionals Bargaining Association (HSPBA) as a professional development fund for its members. The funding is to be allocated to training and upgrading skills for HSPBA members working in professions experiencing shortages or in rural and remote locations, as well as for ongoing required professional development for all HSPBA members.

The HSPBA Professional Development Fund is administered by the HSPBA.

All provisions of the HSPBA/HEABC Provincial Agreement continue to apply, including the leave provisions.

## Eligibility

1. The applicant must be an HSA member covered by the HSPBA/HEABC Provincial Agreement.
2. The application must pertain to education/training commenced between September 1, 2022 and August 31, 2023.
3. The application must serve the purpose of at least one of the following three categories:
  - i) On-going required professional development
  - ii) training and upgrading skills for members working in a profession experiencing shortage
  - iii) training and upgrading skills for members working in a profession in rural or remote location
4. The education/training must pertain to professional development in a health science professional discipline being practiced in the public health care system.
5. Eligible expenses for reimbursement include tuition fees, registration fees, cost of required books/materials, and other reasonable education-related expenses and may also include the reasonable costs of travel and accommodation, if the applicant must travel or temporarily relocate to attend education/training or related clinical placement. There is a maximum \$2500 cap (from the total \$10,000 possible amount) per member for reimbursement of eligible travel expenses. Only travel within Canada or the United States is eligible. For transportation there is a cap of \$750 total for combined expenses such as air fare, mileage, ground transportation, parking, bus fare, ferry costs etc. Mileage is calculated at \$.61/km. For travel in town the fund will reimburse for km that are calculated at the difference between the member's normal commute from home to work, and the commute from home to training. Eligibility for hotel or other accommodation is based on there being a minimum distance of 25 kilometers between the applicant's residence and the location of the in-person education/training provider. Eligible accommodation expenses will be reimbursed up to the maximum cap of \$1750 with the following limitations:
  - Eligible hotel accommodation reimbursement is capped at a maximum of \$250.00 CAD per night for the duration of the event, to a maximum of seven nights (7 x \$250 = \$1750);
  - If it is necessary to arrive at the education/training location on the day preceding its start time, so as to be able to attend at the start time, eligibility for hotel accommodation reimbursement will include the date immediately preceding the event;
  - If it is necessary to stay at the hotel for the night following completion of the event because there is no

transportation option that permits the applicant to arrive home before 10:30 pm on that date, eligibility for hotel accommodation reimbursement will include that night's accommodation.

- If a member must relocate for a longer duration training period (eg clinical placement, course/training longer duration not offered locally) they may submit accommodation expenses for consideration. Such expenses if deemed eligible will be reimbursed up to the maximum accommodation cap of \$1750. See Funding Guidelines below for the funding cap per member.

6. Applications must be received by August 31, 2023 for this funding period.

### **Funding guidelines**

1. When an application is deemed to satisfy the eligibility criteria, it will be approved subject to sufficient funding remaining available.
2. Applicants must disclose if they have received, or anticipate receiving, any funding from any source for any cost related to their application for funding.
3. HSA will inform successful applicants by letter;
  - that their application has been approved or denied; and
  - if approved, that the fund will reimburse them for their receipted actual costs, in the amount specified.
4. Successful applicants must provide detailed receipts for all claimed expenses. Receipts must be submitted to HSA in a timely manner and, in any event, by the deadline specified in the approval letter. Reimbursement will only be made following an applicant's submission of satisfactory receipts.
5. Following receipt of the applicant's proof of payment of approved, eligible expenses, the fund will reimburse the applicant for those actual costs, subject to a funding cap of \$10,000.00 per member. A member is permitted to make multiple applications to this fund, subject to the \$10,000.00 cap per member.

- [Print](#)
- [PDF](#)

180 East Columbia  
New Westminster, BC V3L 0G7

Website  
[www.hsabc.org](http://www.hsabc.org)

Telephone 604-517-0994  
1-800-663-2017