

Eligibility and Funding Guidelines

- For education/training commenced between April 1, 2022 and March 31, 2023.
- Applications will be accepted until the fund is fully exhausted.

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 April 1, 2022 and March 31, 2023.
3. The education/training must pertain to professional development in a health science professional discipline being practiced in the public health care system.
4. Application process is available online through the www.hsabc.org website. Members must log in to access the application form using their **personal** email address.
5. Applications will be accepted until the funds are fully exhausted.

Funding Guidelines:

6. Applications will be processed in the order they are received and are subject to the availability of the remaining monies in the fund.
7. Multiple Applications can be submitted for separate courses, but the fund is limited to **\$1,000** per member.
8. Multiple Courses can be submitted on one application, but each course must be listed with name, date, amount and website link in the space provided. Up to the maximum of **\$1,000**.
9. Training Programs for Degrees must include the course name, dates, and costs for each course applying for under the PD Fund in the space provided.
10. Costs must be listed on the application are to be in **Canadian Funds**. Conversions will not be done for you. Reimbursement will be based on the approved amount that was entered on your application form, and no more.
11. Eligible training/education expenses for reimbursement include: tuition fees, registration fees, costs of required books/materials, and other reasonable and/or mandatory education-related expenses.
12. Reasonable costs of travel and accommodation costs may be eligible if related to training/education. There is a maximum of \$250 cap (from the total \$1,000 possible amount) per member. Eligible Travel and Accommodation are as follows:
 - a. Eligible travel expenses are airfare, mileage, ground transportation, parking, transit, ferry costs, etc. Only travel within Canada or the United States is eligible. Mileage is calculated at \$.61/km, and is calculated at the difference between the members' normal commute from home to work and the commute from home to training.
 - b. Eligible accommodation expenses are hotel, Airbnb, etc. and is based on there being a minimum distance of 25 km between the applicant's residence and the location of the in-person education/training provider. If it is necessary to arrive at the education/training location one day prior to be able to attend at the start time, or the only travel option does not permit the applicant to arrive home before 10:30pm on the last date, eligibility for hotel reimbursement may include the date immediately before and/or after the event. If member is required to temporarily relocate during the training period, there must be a minimum distance of 25 km between the applicant's residence and the training location in order to be eligible.

13. Costs **NOT** eligible for reimbursement are: Wage replacement, Criminal Records checks, Professional Association Fees, Regulatory College Fees, Membership Fees, Immunizations or immunization reports, Technology costs such as software, hardware, and any mandatory technology fees, materials such as yoga mats, needles, etc., gas, meals or per diem, childcare, baggage fees, optional student fees, athletic fees or administration fees.
14. When an application is deemed to satisfy the eligibility criteria, it will be approved subject to sufficient funding remaining available.
15. Applicants must disclose if they have received, or anticipate receiving, any funding from any source for any cost related to their application for funding.
16. HSA will inform successful applicants by email to their personal email address when their application has been approved or denied.
17. 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. Electronic receipts are acceptable. Reimbursement will only be made following an applicant's submission of satisfactory receipts.
18. Applicants will be required to provide HSA with a copy of a VOID cheque and completed EFT form for payment. Payments will be made by electronic transfer (EFT) from HSA, once satisfactory documents have been received.

Phone calls will not be accepted.

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