

## 2025-2026 \$400k Professional Development Fund: Eligibility and Funding Guidelines

The union has established funding guidelines to ensure that funds benefit as many members as possible. The fund is intended to support individual members and applications from individuals will be considered on a first come first serve basis until monies are exhausted according to established guidelines. “Pooling” funds by groups of multiple members at individual sites will not be considered for reimbursement”

- For education/training commenced between **April 1, 2025 and March 31, 2026**.
- 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, 2025 and March 31, 2026**.
3. The education/training must pertain to professional development in a health science professional discipline being practiced in the public health care system and is not for personal development.
4. Application process is available online through the [www.hsabc.org](http://www.hsabc.org) website. Members must log in to access the application form using their **personal** email address.
5. Applications that are incomplete will cause a significant delay in processing.
6. Applications will be accepted until the funds are fully exhausted.

### Guidelines:

7. Applications will be processed in the order they are received and are subject to the availability of the remaining monies in the fund.
8. Multiple professional development activities and courses can be submitted in one application, but the fund is limited to a **maximum cap of \$1,000** per member per fund year.
9. Please include course number, name, date, cost breakdown and website link for each course/activity for training programs and individual courses, even if it is more than the **maximum cap of \$1,000**. This information is required for our records. Provide details in space provided.
10. 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.
11. Reasonable costs of travel and accommodation costs may be eligible if related to training/education to 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 and accommodations within Canada or the United States is eligible. Mileage is calculated at \$.72/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.
12. Costs **NOT** eligible for reimbursement include but are not limited to:
- Wage replacement
  - Criminal Records checks
  - Professional Association Fees
  - Regulatory College Fees
  - Membership Fees
  - Immunizations or immunization reports
  - Technology costs such as software, hardware
  - Mandatory technology fees
  - Materials such as yoga mats, needles, singing bowls, assessment tools
  - Gas
  - Meals or per diem
  - Childcare
  - Baggage fees
  - Optional student fees and athletic fees
  - Administration fees
  - Travel and accommodations outside of Canada and US
13. Costs must be listed on the application are to be in **Canadian dollars** – you must do your own currency conversions. Reimbursement will be based on the approved amount that was entered on your application form at the time of submission.
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. Applications with incomplete details ie: course information, costs etc. will delay the process significantly.
17. HSA will inform applicants via their personal email address if their application has been approved or denied.
18. Once the application is successfully approved, the applicant must submit receipts for all claimed expenses, along with a copy of the claim form, a VOID cheque and an updated EFT form (if there are any changes to their address or banking information), 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.
19. Payments will be made by electronic transfer (EFT) from HSA, once satisfactory documents have been received.

**Please do not call HSA directly regarding Professional Funding. Phone calls will not be accepted.**