



HSPBA Professional Development Fund Eligibility and Funding Guidelines

*For courses and conferences commenced
between Oct. 1, 2013 and March 31, 2014*

Application Deadline: March 31, 2014

Eligibility:

1. The applicant must be an HSA member covered by the Health Science Professionals Bargaining Association contract.
2. Courses and conferences being applied for must commence between Oct. 1, 2013 and March 31, 2014.
3. The course or conference must relate to professional development in a health science discipline being practiced in the public health care system.
4. Applications must be received by March 31, 2014.

Funding Guidelines:

1. Subject to sufficient funding and once an application is approved, the fund will reimburse the actual cost of tuition/course/conference fees, books, and travel expenses to a maximum of \$1,000.
2. Applicants must disclose funding they have received toward the professional development from their employer or any other source.

Applicants must disclose if they have previously received funding from HSA. Preference will be given to members who have not previously received professional development funding from the union.

3. Successful applicants will be advised by letter when their application has been approved and the amount that has been awarded.
4. Successful applicants must provide detailed receipting for all expenses. Receipts must be received no later than April 30, 2014. Payment will be made once satisfactory receipting has been received.