

# RPN Professional Development Fund Eligibility and Funding Guidelines

## Eligibility:

1. The applicant must be an HSA member covered by the Nurses Bargaining Association contract.
2. The course must relate to professional development for Registered Psychiatric Nurses.

## Funding Guidelines:

1. Subject to sufficient funding and once an application is approved, the fund will reimburse the actual cost of tuition/course fees, books, and related travel expenses to a maximum of \$5000.
2. Applicants must disclose funding they have received toward the course from their employer or any other source.
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. Payment will be made once satisfactory receipting has been received.