

# Centralized Education Fund Frequently Asked Questions

2019

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## **Q. What is the Centralized Education fund and why is it needed?**

**A.** The Centralized Education Fund (CEF) has been created to support staff by providing monetary assistance to those who are furthering their education, knowledge and skills related to professional growth within their role at BCHS. This fund will allow BCHS the ability to provide equitable access to funds and assist in building capacity while aligning with strategic priorities.

## **Q. Who is eligible?**

**A.** All regular part time and full time employees of BCHS employees are eligible to be considered. Although employees within a temporary employment contract may be considered, priority will be given to those in a permanent role. Physicians are not eligible to apply for funds through this specific program.

Criteria that may impact eligibility include:

- Compliance with mandatory learning (Halogen)
- Demonstration of organizational values

## **Q. What types of education are eligible?**

**A.** Educational activities such as courses, seminars, webinars and conferences that will assist you to grow professionally in your role are eligible. Professional registration/certification and membership/association fees, exam costs, materials and text books are not eligible.

## **Q. Will education that is mandatory for my role be eligible?**

Yes. Education or training that is deemed as mandatory for the employee's role will be eligible for funding. If the education requires ongoing recertification, only recertification course costs will be funded.

## **Q. When do I apply?**

**A.** Application deadlines are March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>

You must have attended or be registered and have paid for the education to be eligible for reimbursement. All supporting information requested in the application form must be submitted with your application and prior to the deadline.

## **Q. Can I apply more than once?**

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**A.** Yes. If you complete more than one course in a fiscal year that meets the requirements, you can apply more than once. Only one application per quarter will be considered unless your education is considered mandatory (i.e ACLS, PALS etc.)

## **Q. How do I apply?**

**A.** Once you have spoken to and received support from your direct supervisor, use the application form found on the BCHS Website under the Staff pages. <https://forms.bchsys.org/Centralized-Education-Funds-Request>

Incomplete applications will not be considered.

## **Q. Who decides if I get approved?**

**A.** The first step for approval involves your manager endorsing your application. Next, the application is screened by Organizational Development to ensure it is complete. Final approvals and allocation of funds are made by the Centralized Education Panel. This panel consists of staff from across the organization that represent an objective view. The panel has set guidelines that will be considered when reviewing applications.

## **Q. How long will I have to wait to hear if I have received funding?**

**A.** Both successful and unsuccessful applicants will be notified about the status of their application. Notification will be sent out approximately 1 month after the closing date of the application process.

## **Q. If successful, what amount will I receive?**

**A.** The amount will depend on various factors including the number of applications received, the relevance of the education to your respective role and to BCHS's Strategy, Mission, vision and values, and if you have endeavoured to receive bursaries or grants from other sources (Professional associations, RNAO, Colleges, bursaries, grants etc).

## **Q. If successful, when will I receive my reimbursement?**

**A.** If the application is successful, you will receive your funds through direct deposit within 3 weeks from being notified. This is a non-taxable addition to your pay.

## **Q. If the education is free, can I apply for travel reimbursement?**

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A. Yes, this fund can be applied to cover the cost of travel.

## **Q. What travel costs can be considered?**

A. Travel costs may include distance travelled (kms), parking, public transit and hotel costs for a conference/seminar.

Flights will not be eligible.

Regular travel/parking to an ongoing program i.e. degree/diploma will not be eligible.

When **calculating mileage**, the amount of kilometres should be calculated using a starting point of either your residence or BCHS, whichever is closer to the learning event. Mileage should be calculated at 40 cents per kilometre. Proof of the kilometres travelled must be included in your supporting documentation to be considered.

## **Q. Will this fund cover time off to attend the education?**

A. No. If your application is selected to be reimbursed, it is your responsibility to request time off through established procedures (i.e your manager). Time or wages will not be paid through the Centralized Education Fund.

## **Q. If I do not receive full reimbursement for my education/course, am I eligible to apply for the remaining balance at the next deadline?**

A. No. Each course/educational activity will be considered for funding only once. If you take a different course, you can submit another application.

## **Q. Can I be pre-approved for education before taking the course?**

A. No, you must provide proof of registration and confirmation of payment prior to applying to the fund.

## **Q. Do I need to complete the entire application to be reimbursed for mandatory education?**

A. Yes. To be considered for any funding, you must fully complete the web-based application form.