



## Local 99

1387 Sunnyside Rd Kingston ON K7L 4V4

<http://local99.ona.org>

### **EDUCATIONAL FUND FINANCIAL POLICY, ONA LOCAL 99, 2025**

1. Application for funds should be completed in a timely manner; current year requests for funds must **be sent by mail no later than December 15 th, 2025.** (EXTENSIONS GRANTED for Pending RNAO.)
2. Money for the "Professional Education Fund" is generated by the Special Dues Levy of \$1.00/ month from each member, which is subject to annual review and voted on by the local membership.
3. Request for funds from the "Professional Education Fund" will be from members who are bonafide and entitled members of ONA local 99 and have completed their three (3) months probation.
4. In order to qualify for funds, the applicant **MUST** attend (signature on attendance record), **two (2) complete ONA Local 99 Bargaining Unit Meetings within the same calendar year as the education event.** Application for the fund must be submitted to your appropriate Bargaining Unit President. It is the responsibility of the applicant to note on the application form the correct dates of meetings attended.
5. In order to make the employer aware of their responsibility for assisting employees with ongoing Professional Education and Development, **applicants are to apply to their employer first then the RNAO** before requesting funds from their Local. If the employer or RNAO denies support, proof of denial must be added to application. Applicant must also submit proof of any payment that has been approved by others.

#### **RNAO Eligible Education for Nursing Education Initiative Grants;**

- Core courses of **baccalaureate** programs in nursing or graduate level courses leading to a **master's degree or PhD** in nursing or related discipline, and provided by an accredited college or university (**must be on OSAP list**)
- Courses that lead to a specialty **certificate in a nursing** program related to an **MOHLTC identified priority clinical specialty**, and provided by an accredited college or university (**must be on OSAP list**)
- Professional development **courses and workshops**, delivered in Ontario, in clinical, management or leadership areas identified on the **MOHLTC priority clinical specialty list** and that are **three days or more in duration**

Link <https://rnao.ca/education-funding/nei>

6. Subject matter of the educational event or learning materials must pertain directly to Health Care or Labour Relations, including specialty certification and prerequisite courses toward university studies in nursing, the Health Care Field or Labour Relations. (Recertification is not covered.)
7. Funds may be claimed for: Learning materials (electronic materials limited to CD's, DVD's etc.), educational resources, conferences, workshops or registration fees, standard accommodations, meals (as per local policy) and travel **only** when outside the city where Bargaining Unit is Located. Proof of registration and attendance must be submitted with your application even when registration paid for by others. (Receipt for registration and a copy of certificate of completion.)
8. Funds are available to a maximum of Eight Hundred Dollars **(\$800.00)** per member per calendar year, requests will only be granted while available funds permit. Please allow reasonable time for processing.
9. ONA Local 99 will **not require your RNAO approval/denial** when the Course Fee exceeds the \$1,500 RNAO maximum, or for expenditures not covered by RNAO (such as books, travel, food, hotel.). ONA will reimburse you up to \$800 for submissions greater than \$1,500. Members may submit directly to ONA for courses less than 3 days.
10. Incomplete, incorrect and/or illegible applications **WILL BE RETURNED** to the applicant for correction and resubmitted before being considered.
11. Each **Unit** (including off site satellites) is eligible for funding to purchase Educational Reference Materials which are intended for the use of all the members, up to the amount of Three Hundred Dollars **(\$300.00)** per unit per year. It is the **Unit Representatives** responsibility to consult with the other members in the Unit to choose the appropriate educational material to best benefit the Unit. The Unit Representative will purchase the material and submit the appropriate paper work c/w receipts to their Bargaining Unit President for reimbursement. Please allow reasonable time for processing.
12. Original receipts or a legible photocopy is required for all amounts being claimed. Applications without all receipts will be returned to applicant.



Submit by Mail

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**PROFESSIONAL EDUCATION FUND APPLICATION 2025**

Date of Application: \_\_\_\_\_ (deadline for receipt- December 15, exceptions for RNAO reply)

**1. Applicant**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Employer: \_\_\_\_\_ Unit: \_\_\_\_\_

Meetings Attended: (1 of 2) date: \_\_\_\_\_ (2 of 2) date: \_\_\_\_\_

Verification by BUP: \_\_\_\_\_ date: \_\_\_\_\_

**2. Conference**

Name of Conference: \_\_\_\_\_

Location/city: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

**3. Expenses (salary not reimbursed)**

- ☐ Registration: \$ \_\_\_\_\_
- ☐ Travel: \$ \_\_\_\_\_
- ☐ Accommodation: \$ \_\_\_\_\_
- ☐ Meals: \$ \_\_\_\_\_
- ☐ Other: \$ \_\_\_\_\_ (specify) \_\_\_\_\_
- TOTAL** \$ \_\_\_\_\_

**4. Deduction of Other Funding: (\$ \_\_\_\_\_) **Balance Payable** \$ \_\_\_\_\_**

(Please note: You must deduct any other source funding, i.e. Employer, RNAO, bursary, etc.)

I hereby acknowledge by signing this form, that the above information is true and adheres to the requirements of the approved "EDUCATIONAL FUND FINANCIAL POLICY" attached to this application: Dated this \_\_\_\_ day of \_\_\_\_\_, 2025 by \_\_\_\_\_.

***Signature Required***

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**\*\*INCOMPLETE and/or ILLEGIBLE APPLICATIONS WILL BE RETURNED FOR CORRECTION\*\***

**\*\*\*\*Please attach all Receipts\*\*\*\***

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For Office use--

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Cheque #: \_\_\_\_\_