



GREATER EDMONTON CHAPTER of the CACCN APPLICATION for EDUCATION BURSARY

The Greater Edmonton Chapter is committed to supporting its members in professional development. Continuing education, integral to the acquisition of new knowledge and professional development, is an important factor in fostering the best possible nursing care. To this end, the Chapter encourages its members to pursue continuing education and will assist its members financially to attend **critical care** education programs.

Eligibility Criteria

- ❑ Applicant **must** be a current Chapter member.
 - ❑ Applicant **must** have attended at least one Chapter-sponsored education program within the previous year.
 - ❑ **Funding preference** will be given to applicants who contribute to the Chapter. Examples of personal contribution include:
 - Executive Committee member.
 - Chapter Committee member.
 - CACCN hospital liaison.
 - Invited speaker at a Chapter meeting or education program.
 - Contributed to the Chapter newsletter, i.e. article submission.
 - Attended a Chapter organizational meeting.
 - Renewed Chapter membership before expiry date.
 - Recruited a new member or invited a non-member to a Chapter event.
 - ❑ Applicant **must** submit a Bursary application within **30 days prior to** the education program. Applicants seeking funding from other sources must note all sources of potential funding.
 - ❑ A copy of the education program brochure must accompany the application.
 - ❑ Applicant **must** provide (a) proof of attendance, (b) original receipt(s), and (c) a newsletter submission to the Chapter **no later than 6 weeks after** completion of the continuing education program. The purpose of the newsletter article is to promote information sharing within the Chapter.
 - ❑ Applicants are eligible for one Bursary per calendar year:
 - For one-day educational events, Bursary **maximum** is \$100.00 Cdn.
 - For three-day educational events, Bursary **maximum** is \$250.00 Cdn.
- **The allocation of Bursary funds will be dependent on the level of Chapter commitment and availability of Chapter finances.
- ❑ Eligible continuing education programs include workshops, conferences, seminars, and symposia related to critical care. Certification courses may be considered. Chapter-sponsored education programs are not eligible.
 - ❑ Submit completed application form to:
 - CACCN Greater Edmonton Chapter
 - PO Box 52191
 - Edmonton, Alberta T6G 2T5



Member Name

CACCN Member #

Address & Postal Code

Phone

Employing Agency

Critical Care Unit

Description of continuing education program:

Program title:

Sponsored by:

Program date:

Location of program:

Cost(s):

Sources of potential alternate funding:

Statement of reasons for attending:

Personal contribution to the Chapter (please specify activity):

- | | |
|---|--|
| <input type="checkbox"/> Executive committee member | <input type="checkbox"/> Chapter committee member |
| <input type="checkbox"/> CACCN hospital liaison | <input type="checkbox"/> Invited speaker at a Chapter meeting or education program |
| <input type="checkbox"/> Prior contribution to the Chapter newsletter | <input type="checkbox"/> Attended a Chapter organizational meeting |
| <input type="checkbox"/> Renewed Chapter membership before expiry | <input type="checkbox"/> Invited a non-member to a Chapter event |
| <input type="checkbox"/> Recruited a new member | <input type="checkbox"/> Other |

Chapter education program attended/date:

Signature

Date

For Chapter use:

Application received (date):

Funding approved: Yes No – reasons:

Member notified (date):

Receipts received (date):

Newsletter submission (date):

Cheque issued (date):