



## Frequently Asked Questions

### 1. What does “laid off due to contracting out” mean?

It means that the job you were doing was eliminated and your old job is now being done by a private contractor.

### 2. What is the maximum amount of money that I can receive?

The lifetime maximum amount is **\$10,000.00**. The funds can only be used for tuition, *related* fees (e.g. Application fees) and textbooks. The fund does not cover travel, accommodation or wage replacement.

### 3. I have received funding in the past, can I apply again?

You are welcome to reapply for an amount that is **minus** the amount that has already been reimbursed in your name, either directly, or to a learning institution.

### 4. What job classification will be eligible for Training Funds?

You may access training funds to become qualified for any of the jobs listed in "Schedule A" at the back of the Community Health Subsector Collective Agreement. For example: Resident Care Aide, Community Health Worker, Support Worker, Maintenance Worker.

### 5. Can I receive funding for a part-time training program?

Yes.

**6. My job was not contracted out. However, I was laid off because I was bumped by an employee who lost their job due to contracting out. Am I eligible for retraining funds?**

Yes.

**7. My retraining program has a prerequisite course. Can I apply for funding for the prerequisite?**

Yes. All applicants are limited to a lifetime maximum of \$10,000. You must successfully complete the prerequisites before additional funding will be approved.

**8. There is a long waitlist for my retraining. Can I apply for funding now?**

Yes, but ONLY if you will be registered for and commence training WITHIN 12 months of applying.

**9. Can I apply for retraining funds if I am receiving EI, LTD, CPP Disability Pension or other financial support?**

Yes, however your EI, LTD, CPP funds may be reduced by the amount of the retraining funds you receive.

**10. Can I go to a private Post Secondary Institution?**

No, except in unique circumstances or when the course is not offered at a public institution. All final decisions to be made by the Administrator. The decision is subject to the appeal procedure. *Examples include: Spratt Shaw, The Academy of Learning etc.*

**11. I took my training more than 12 months prior to applying: am I eligible for funding?**

No, except in extenuating circumstances with a final decision to be made by the Administrator. The decision is subject to the appeal procedure.

## **12. Are casual employees eligible for funding?**

Yes, providing the applicant has one year of service with their current employer and has completed the probationary period.

## **13. My job was contracted out and I would like to attend training that is outside of the community health sector.**

Yes, in this situation you can train for any job within the health or facilities subsector e.g. lab tech. LPN and nursing are not normally covered, but will be considered in extenuating circumstances.

## **14. My job was not contracted out, but I 'd like to apply for another classification within the community health sector or improve my current skills. Can I do this?**

Yes, but only for classifications within the community health subsector; this does not include courses and programs that the employer should be responsible for. Programs must be "required" in a job title description. Workshops and conferences are not included.

## **15. Can I take online courses?**

Yes, if there is no availability or a long wait list to attend training or, due to certain circumstances, you must continue to work or go to school.

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