



Overview of Joint Community Health Retraining Fund

Who May Apply for Funding?

Applicants must be either:

- an individual laid off after January 28, 2002 due to contracting out from a job in the Community Health subsector, or
- an individual laid off or displaced as a result of the job being retendered, or
- a current employee in a Community Health subsector job who is interested in skills development in their current job or to upgrade skills towards another job within the Community Health subsector.

What types of training will the Joint Community Health Retraining Fund cover?

The following are **examples** of the types of training that **may** be eligible for funding:

- The upgrade of diplomas or certificates for foreign trained workers
- English as a Second Language courses
- Upgrade of language or writing skills
- Computer skills
- Office skills
- Group training
- Changes from a current area of practice to a different specialty
- Home Support Scheduler training
- Certification Training for Community Health Workers
- Certification Training for Resident Care Aides
- Maintenance positions

The course/program should be taken at a British Columbia public post secondary college or institute, or a BC School District Continuing Adult Education program. Correspondence courses or courses at other institutions may be given consideration in exceptional circumstances only.

NOTE: If you receive money from this Fund, and you received Employment Insurance (EI) as a result of your layoff, EI may attempt to recover the monies they paid to you. Please contact your local EI office for further details.

What types of training will not be covered by the Joint Community Health Retraining Fund?

- Conference and professional association meetings
- Self help, personal interest and leisure courses
- **Courses outside of BC*
- **Courses leading to jobs outside the Unionized Community Health Subsector*
- **LPN or nursing*

*will be considered **only** in situations of layoff/contracting out

What documents should I include with my application?

To apply for funding, you must complete an Application Form and include the following:

- a. If you have already completed your training:
 - Proof of registration in the training program
 - Detailed proof of payment for the training program and course materials
 - Proof of successful completion of the training program
- b. If you are currently in a retraining program or applying for courses that have not started:
 - Proof of acceptance or registration for the training program (receipts, transcripts)
 - Proof of any payment already made for the training program or course materials

IMPORTANT NOTE: Proof of payment receipts **MUST** list the Course or Training **DETAIL**, e.g.: Course names and/or Course numbers corresponding with proof of registration(s) and/or transcript(s).

In addition, **ALL** applicants must include a completed ***Confirmation of Employee Status*** form.

What is the maximum amount of money 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.

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What Are The Timelines?

The Fund is considers applications from members who have completed training in the 12 months prior to application, or who will register for, or complete their training in the 12 months following application to the Fund.

I have been given a layoff notice and have applied for EI, will this be affected?

If you receive monies from this fund, and you received EI as a result of your layoff, EI may attempt to recover the monies they paid to you. Please contact your EI office for further details.

How Do I Apply?

Download the Application Form, or check your Union's Website. If you want a copy of the printed Application form, contact your Union or call the Joint Community Health Retraining Fund at 604-291-9611 or 1-800-663-1674.

How is the Decision About Funding Made?

The Joint Community Health Retraining Fund Administrator will review each application and make a decision on the funding. Any subsequent applications will be considered after all first time applicants have been processed.

Is there an appeal process?

Yes. The Joint Committee will consider appeals and make a final decision.

Freedom of Information and Protection of Privacy

Freedom of information and protection of privacy legislation protects applicants from unauthorized use of their personal information. You will be asked to sign the Funding Application giving the Joint Community Health Retraining Fund Committee permission to: use, collect and disclose personal information for the purpose of processing your application including verifying information that you provide with Unions, Employers, former Employers, educational institutions and/or other funding sources and using your information in statistical reports on the Joint Community Health Retraining Fund.

For further information please see the FAQ.

MoveUp

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