

FREQUENTLY ASKED QUESTIONS (FAQ)

The FBA Education Fund Coordinator has put together a *Frequently Asked Questions* guide to help members with general information. Please forward your questions to jhumphrey@heu.org, and watch for ongoing updates on this page.

What are the criteria to be eligible for funding?

- An applicant must be a regular employee (full-time or part-time); or a casual employee who has completed 488 casual hours in their current position.
- An applicant must work in a facility or a department of a facility covered by the Facilities Subsector Collective Agreement. For a list of facilities, please go to http://www.heu.org/Collective_Agreement1 and click on the Facilities Subsector Collective Agreement link. The list is located on page **142** of this document.
- An applicant must attend a public training institution for the training. For a list of public post-secondary institutions in British Columbia please go to www.aved.gov.bc.ca/institutions/welcome.htm
- The training/education must be to upgrade a current classification or move into another classification that is in the Facilities Subsector Collective Agreement. For a list of classifications, please go to http://www.heu.org/Collective_Agreement1 and click on the Facilities Subsector Collective Agreement link. The list is located on page **150** of this document.
- The majority of the training must occur between December 22, 2012 (ratification of Facilities Subsector Collective Agreement) and March 31, 2014 (the end of the Agreement).

What is the difference between long-term and short-term training?

Long-term training is any eligible training that requires more than 20 days (150 hrs) of in-class and or practicum time. The maximum allowable amount of funding for course costs is \$3,500.00. The maximum number of days allowed to be funded for the training allowance is 238.

Short-term training is any eligible training that requires less than 20 days (150 hrs) of in-class and or practicum time. This usually includes distance training. The maximum allowable amount of funding for course costs is \$1,200-\$2,400.00 for short-term training and extended short-term training (see explanation below) respectively. The maximum number of days allowed to be funded for the training allowance is 20.

If my application is approved, when will I receive money?

(also see “How long does the application approval process take?”)

If your application is approved, it may take up to three weeks from approval date to receive a reimbursement.

What if the FBA Education Fund doesn’t cover all my costs?

The FBA Education Fund will **not** cover all costs, particularly for long-term training. For other funding sources, applicants should check the following:

- the B.C. Ministry of Advanced Education’s government student loans and grants
- the Financial Aid office at their training institution for information on government loans and bursaries and internal college bursaries; and
- their union to see if there are bursaries.

Will my benefits be covered?

If you are receiving employer-paid extended health, dental and medical benefits, you are covered for the first 20 days of leave.

The FBA Education Fund Committee was unable to get province-wide agreement from the health authorities to pay the costs of continuous medical, dental and extended health benefits for members on extended training leave. However, some health authorities have indicated they are prepared to consider maintaining benefits. Members should request continued coverage from their employer.

If the employer will not continue benefits after 20 days’ leave, a member may purchase benefits (approximately \$20 per day). Members should speak to their payroll/benefits department for more information or to make arrangements.

Will everyone who meets the criteria receive funding?

Yes, as long as funding is available. *Please note that submitting an application does not mean that approval of funds is guaranteed.*

How long does the application approval process take?

The approval process may take up to five weeks, depending on how many applications are being received and the completeness of the application information. All applications are reviewed on a continuous basis.

Advising applicants of a decision may take up to five weeks.

For quick approval and/or information on the status of an application, make sure all the requested information is sent with your application.

Mail the original application, signed *in ink*. Send a completed *Confirmation of Employee Status and Leave Approval Form* – **required** for all applications even if leave is not taken. Send a course description, along with a confirmation of acceptance or registration letter giving the course name, date(s), fees and copies of any payments made for fees or other course costs. *Providing all this information with the application makes the review process easy.*

What can be covered under course costs?

The Fund covers course costs – such as student fees, books/materials – and **may include** costs such as additional licensing exam fees, Criminal Record Check, First Aid, etc. (*see short-term and long-term criteria for maximum funding amounts*).

Course costs **do not** include air or bus fare, gas, mileage or parking.

Is more than \$1,200 in funding available for longer, higher cost, part-time, correspondence online courses?

The FBA Education Fund Committee recognizes that there are some more expensive, longer term, part-time/distance programs.

Part-time/distance programs leading to a certificate/diploma or degree – that if available and taken full-time would require more than 20 days of in-class or practicum time – **may be eligible for up to \$2,400 (per person for all extended short-term funding training funded per person)** in course costs.

Examples of such programs include:

- Purchasing Management Association of Canada courses (PMAC – CPP);
- Nursing Unit Clerk certificate (part-time or distance); and
- Medical Transcription certificate (part-time or distance).

Note: If more than 20 days of in-class or practicum time is required, the training is likely to be long-term.

What funding is available for members displaced due to contracting out who need training?

Employees who are displaced as a result of contracting out should contact their local shop steward and/or union servicing representative for information on accessing re-training funds. Impacted workers may also contact the **Joint Re-training Fund** directly at 604-456-7146 (or toll-free: 1-800-663-5813 Ext. 7146), or email jhumphrey@heu.org).

Are FBA casual employees eligible for the FBA Education Fund?

Casual employees covered under the Health Services and Support Facilities Subsector Collective Agreement may be eligible for the FBA Education Fund.

The FBA Education Fund Committee has set policy that a casual employee must have completed 488 hours of work to be eligible for the FBA Education Fund. If a casual employee is requesting the equivalent of unpaid LOA to attend training, then the employee will need to submit payroll proof of hours and shifts worked in the six months before the FBA Education Fund application date so that, if approved, a training allowance can be calculated.

Why are Community Health, Community Social Services and independent contract employees not eligible for the FBA Education Fund?

The FBA Education Fund was negotiated for health care workers in acute and long-term care locals in the facilities subsector collective agreement.

Do members have to pay up front for the course or training program?

No, although an institution may require a small fee to go on the program list. A member may send a letter from the institution that confirms entry to the training program, the start and end dates, and the costs of the program.

Generally, with short-term courses, it's simpler for members to pay and submit copies of receipts. With long-term training, it may be possible for the FBA Education Fund to do a sponsor letter for an approved application, if there's a reasonable time frame.

It is important to remember that submitting an FBA Education Fund application form does not guarantee approval or that funds will be available.

Is it best to apply for the maximum amount of funding if a training program has a number of parts and each part is paid separately?

FBA members are eligible for one round of funding for **both** short-term training and long-term training. Members may re-apply, but will only be funded after first-time applicants have been processed.

If you are in a program that requires registration and payment course-by-course, it's best to apply for the maximum funding in one application.

For example: You are taking Program A, which has four courses. Program A is six months in duration, part-time and each course costs \$300. You are not taking any leave from work, but need funding for courses and materials. Providing you meet all the criteria

for short-term training, you could receive a maximum amount of \$1,200 for the entire program.

When you pass Course 1, you will send your proof of completion to the FBA office and confirmation of entry into Course 2. At that time, you will receive \$300. This would continue for the other two courses to the \$1,200 maximum for the program.

What is the training allowance?

The training allowance is intended to support wages lost while a member is on approved unpaid leave to attend training days.

How is the training allowance calculated and paid?

The FBA Education Fund Committee has set policy that the maximum training allowance is \$100 per training day for a regular full-time employee (1.0 FTE). For a regular part-time employee or a casual employee, the training allowance is pro-rated according to the FTE.

Part of the FBA Education Fund application is the *Confirmation of Employee Status/Leave Form*. The employer must complete this form (whether or not unpaid LOA is required) and provide the FTE for a regular employee (i.e. 1.0, 0.65, 0.5). The employer will also be asked to confirm that a casual employee has completed 488 hours of work. The casual employee will also need to submit payroll proof of hours and shifts worked in the six months before making the application to the FBA Education Fund.

Below are some examples based on a full-time Resident Care Aide program: 110 days in length. These training allowance examples might be part of approved applications:

- FT regular (1.0 FTE): 110 days x \$100/day = \$11,000
- PT regular (0.65 FTE): 110 days x \$100/day x 0.65 = \$7,150
- FT hours = 975 hours according to the Facilities Collective Agreement (12 months): 1,950 hours = 1.0 FTE; six months = 1,950/2 = 975 hours
- Casual employee with proof of FT hours (975 hrs): 110 days x \$100/day = \$11,000
- Casual employee with proof of PT hours (487.5 hrs): 110 days x \$100/day x 0.5 FTE = \$5,500 (487.5/975 = 50% or 0.5 FTE)

The FBA Education Fund Coordinator calculates the training allowance and sets out a training allowance schedule based on the actual number of training days in the program. The training allowance is paid at the end of every two months, based on proof of attendance (a form is sent to the member that is signed by the instructor). In the September 2010–January 2011 example above, the training allowance would be paid at the end of October (September/October), before the Christmas break (November/December), and at the end of the program in January 2011. The training allowance is not paid for stat holidays, program breaks (Christmas), etc.

How many training allowance days am I allowed?

Short-term

If you are funded for one or more short term courses, you are allowed the maximum 20 days' training allowance for short-term training.

Long-term

If you are funded for one or more long term courses, you are allowed the maximum 238 days' training allowance for long-term training.

What are the waitlists for getting into public institution training programs?

Waitlists for public institution training programs vary across the province. The FBA Education Fund Committee encourages members to check and compare waitlists at other colleges in, or near, your region and/or explore distance learning opportunities offered through many of the public institutions.

Why will the FBA Education Fund only cover training from public institutions and industry-specific required certification (i.e. Purchasing Agent)?

The FBA Education Fund Committee has several reasons for the “public institution” policy:

- the unions support public education;
- the **private** institutions are generally much more expensive than **public** institutions;
- in many cases, public institutions will not accept certification from private training institutions when members want to upgrade;
- a majority of employers are reporting that the training standards at private institutions do not meet their requirements;
- the differences in training standards are often in length and depth of courses, and duration of practical training (i.e. direct patient care);
- A list of public post-secondary institutions in British Columbia is available at: <www.aved.gov.bc.ca/institutions/welcome.htm>; and
- School District Continuing Education divisions may also offer eligible programs.

Can the FBA Education Fund assist members who choose private institutions because of waitlists at public institutions and where the employer will accept the private training institute credentials?

The FBA Education Fund Committee has decided not to provide funding for training at **private** institutions (*see previous question*).

The FBA Education Fund Committee will work with employers and public institutions to address waitlist and skills shortage issues (i.e. LPNs). The committee will consider options like group training and distance learning.

Where can I find a list of public post-secondary institutions in British Columbia?

A list of public, post-secondary institutions can be found at www.aved.gov.bc.ca/institutions/welcome.htm.

School District Continuing Education divisions may also offer eligible programs.

Will the FBA Education Fund provide a training allowance when a member has chosen to attend a private training institute?

The FBA Education Fund Committee has decided **not** to provide the training allowance because the Fund does not support training at private institutions (*see previous question “Why will the FBA Education Fund only cover training from public institutions?”*).