

# Professional Development Fund Direct Reimbursement Pilot

July 1, 2024 - June 30, 2025

## Definitions:

**Accredited Provider:** An institution or organization that has undergone a formal evaluation process by an accrediting body, ensuring that it meets specific standards of quality, credibility, and performance.\*

**Activity/Activities:** A purposeful and structured learning experience designed to enhance an individual's skills, knowledge, and competencies in their professional field (current or future).

**Compliance training:** A specific type of training designed to ensure that employees understand and adhere to the laws, regulations, policies, and procedures relevant to their roles within an organization.

**Fiscal Year:** MSA fiscal year is July 1 - June 30

**Job-required training:** Activities and programs that are directly required by the employer in order to perform a specific job, such as WHMIS.

**Member in good standing:** An individual who meets the specified criteria, requirements, or obligations to maintain active and positive membership status within MSA.

**Recognized Provider:** An entity acknowledged or accepted as reputable and reliable within a particular industry, often based on its track record, expertise, or adherence to industry standards.

## Program Model:

- The reimbursement value for the fiscal year 2024-2025 is set at \$250 per member.
- Members may submit only one application within each fiscal year.
- Activities must be fully paid for and completed before submitting an application.
- A single application has the flexibility to encompass multiple activities.
- Activities should not include compliance and/or job-required training. These should be paid by the employer. The fund is designed to provide financial assistance to members for participating in activities rather than covering the entire cost of the activity.
- The fund is intended to complement, not duplicate, funding available from other sources (such as Access to University Learning Activities, Career Development Fund, student Awards, Bursaries, and Scholarships, etc.). Members are strongly encouraged to explore all options to fund the activity.

## Eligibility Criteria:

- Applicable to all employment categories within the MSA bargaining unit.

- Members employed in part-time, casual and term positions must fulfill 500 hours of service before becoming eligible for the fund.
- Applicants must be signed MSA members in good standing.
- Only activities provided by accredited or recognized providers are eligible; members are encouraged to contact the MSA PD Chair or MSA Office for clarification if uncertain whether the activity meets the eligibility requirement, prior to funding the activity.
- Activities eligible for reimbursement through the fund include, but are not limited to:
  - **Certifications and Accreditations:** Formal recognition from accredited/recognized providers validating the member's expertise (e.g. Project Management Professional [PMP]).
  - **Field-Specific Conference and Workshop:** Events directly linked to the member's current or prospective professional field.
  - **Industry-Recognized Credentials:** Distinctive qualifications widely acknowledged in the industry (e.g. Cisco Certified Network Associate [CCNA]).
  - **Learning Applications and Software:** Educational tools and software enhance members' professional growth and job performance.
  - **Massive Open Online Courses (MOOCs):** Online courses in the areas relevant to members current or prospective professional roles.
  - **Relevant Seminars or Webinars:** Online or in-person sessions covering topics pertinent to the member's present or future roles.
  - **Skill-Enhancing Courses and Training Programs:** Educational initiatives designed to elevate specific skills and competencies relevant to the member's professional growth and job performance.
- If the application is intended to supplement activities already funded by other sources (such as Access to University Learning Activities, Career Development Fund, student Awards, Bursaries, and Scholarships, etc.), members are required to use these funds before applying. Proof of coverage must be provided in the application to avoid duplication of funding.
- If the activity is supported by additional funding sources, the total funding must not exceed the entire cost of the activity.

## Application Deadline

June 30, 2025

You can send your application to [msa@macewan.ca](mailto:msa@macewan.ca)

\* If the provider is a post-secondary institution, it must be listed on government or government entity websites, such as those of the European Union. For example:

Canada - <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>

EU - <https://eua.eu/issues.html>

USA - <https://www.ed.gov/accreditation>

# Application Form



## Personal Information

Full Name:

MSA Membership Number:

Current Employment Position:

Campus Department & Location: *(for cheque issuing)*

Employment Category:    FT        PT        Term        Casual

Total Hours of Services Completed for (for part-time, casual, and term positions):

## Activity Details

Name of Accredited/Recognized Provider:

Description of Activity/Activities (Please provide details of each activity if multiple):

Type of Activity:

Total Cost of Activity: \$

Proof of Payment Attached:        YES

## Eligible Activities

Activity Completion Date:

Total Amount Requested from MSA Professional Development Fund (max \$250): \$

Additional Funding Sources (if any, provide details):

Proof and/or Denial of Coverage Attached:        YES

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**Signature**

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**Date**