



## **AOHNNL Bursary Program**

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### **1.0 Purpose**

The purpose of the AOHNNL Bursary Program is to provide financial assistance to AOHNNL members who are participating in continuing education and professional development opportunities, in the field of occupational health nursing and safety.

### **2.0 Eligibility**

To qualify for the bursary award you must be an active member in the AOHNNL for minimum of 2 years and in good standing with the ARNNL. Preference may be given to a member who attends regular meetings and participates in AOHNNL initiatives.

### **3.0 Guidelines**

- The AOHNNL Executive will review funds to be allocated towards the bursary program annually.
- Approval of bursary funds will be subject to fiscal viability of the Association. The AOHNNL reserves the right to amend funding at any time.
- Each of the following professional development categories may be awarded annually:
  1. AOHNNL Professional Development Day
  2. Other Continuing Education and Professional Development that may include:
    - COHNA – ACIIST Conference
    - Conference/Webinar/In-Service/Training
    - Certification Exam
    - Occupational Health Nursing and Safety Programs
- One award of \$500 or 2 awards of \$250 may be approved under this category
- Only actual fees associated with the above criteria will be considered. Travel expenses, meals, accommodations and other related expenses do not qualify.
- Completion of educational and professional development within the previous 12 months may be considered.
- Preference will be given to applicants completing Canadian based education.

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- The AOHNNL President (or designate) will announce the successful applicant(s) at the AOHNNL Provincial Conference each year.
- Applicant(s) will receive notification in writing along with the bursary funds within 30 days of the selection process.
- Successful applicants will consent to have their name communicated to the membership and posted on the AOHNNL website.
- Only successful applicants will be notified.

### **4.0 Application and Award Procedure**

- The AOHNNL President (or designate) will send notice to members in January to advise of the availability of bursary funds in that calendar year.
- Members applying to the Bursary Program must provide the following information to the AOHNNL President (or designate) by May 1<sup>st</sup> of each calendar year:
  - Completed *AOHNNL Bursary Program Application Form (100.01)*.
  - Members must submit proof of attendance, completion or successful passing of the course, training program, or certification.
  - Members must submit proof of payment.
- The selection of the successful applicant will be determined by the AOHNNL Executive Members.
  - Applications will be reviewed at least two weeks prior to the AOHNNL Professional Development Day.
  - Each application will be reviewed against the *Selection Criteria Guidelines* to determine the successful applicant(s). Refer to *AOHNNL Bursary Program Application Form (100.01)*.
- The AOHNNL President (or designate) will notify the successful applicant(s).
- The AOHNNL President (or designate) will announce the successful applicant(s) at the Professional Development Conference each year and present the bursary awards letter and funds.
- Should the successful applicant not be in attendance of the conference, the President (or designate) will notify the successful applicant(s) in writing within 30 days of the selection process and attach the awarded bursary funds.
- Notice of the successful applicant(s) will be sent to AOHNNL members and posted on the AOHNNL website.