

TITLE Bursary Award Guidelines	NUMBER
SECTION	ORIGINATED
RESPONSIBILITY COHNA-ACIIST Board of Directors	LAST REVISED

Purpose

To provide guidelines and criteria for the annual COHNA-ACIIST Bursary Award. The COHNA-ACIIST Bursary Award provides financial assistance to members to advance or enhance their knowledge of occupational health nursing.

Applicability & Scope

All COHNA-ACIIST members.

Policy

1. Decisions regarding the funds to be made available for the award will be discussed annually when setting the budget. A minimum of \$500 annually will be allocated for this budget item. At the Boards' discretion, additional funds or no funds may be allocated in order to ensure the ongoing fiscal viability of the association.
2. Award selection criteria will be reviewed annually.
3. Each application will be reviewed against the selection criteria by no fewer than three Board members.
4. The President will notify all applicants of the outcome of the selection process by email and attached letter.
5. Funds will be sent to the successful applicant by the COHNA-ACIIST Administrative Assistant within 30 days of the selection process.
6. Application forms will be made available to all provincial/territorial members through their COHNA-ACIIST director.
7. Only successful applicants will have their name communicated to the membership and photographs posted at <http://cohna-aciist.ca> .

Procedure

8. Criteria for applying:
 - 8.1. Must be a member of COHNA-ACIIST.
 - 8.2. Must be currently employed as an occupational health nurse.
 - 8.3. Must be a member in good standing of the professional registered nurse association of the province / territory which is a member of COHNA-ACIIST.
 - 8.4. Consent is required to release name(s) and photograph(s) for communication purposes to the membership and posting to the COHNA-ACIIST website.

9. Award Conditions:

- 9.1. Bursary Award criteria will be used to assess each application for relevance and suitability. The decision of the Board is final.
- 9.2. Completed applications will be received by the COHNA-ACIIST Secretary/Treasurer by March 31.
- 9.3. Consideration will be given to Certificate, Diploma, Undergraduate, Graduate, Post-Graduate programs related to occupational health nursing, safety, or wellness/health promotion and application for the CNA Certification process for COHN(C). Continuing education or research based study in these areas will also be considered.
- 9.4. Preference will be given to those applicants who are pursuing Canadian educational opportunities in the area of occupational health nursing, safety, and wellness/health promotion.
- 9.5. Preference may be given to applicants who have been actively involved with their provincial/territorial occupational health nursing association or COHNA-ACIIST.
- 9.6. Applicants must provide proof of successful completion of an education course attended in the last 18 months, receipt of payment for a continuing education opportunity or satisfactory evidence of participation in a research project.

Additional Information

The Award winner(s) may also be announced at the annual conjoint Education Day.

Insert congratulations letter – not successful letter

Verification/Authorization/Approved by

VERSION CONTROL AND CHANGE HISTORY			
Version #	Approval Date	Approved By	Amendment