

TITLE Bursary Award Guidelines	NUMBER
SECTION	ORIGINATED
RESPONSIBILITY COHNA-ACIIST Board of Directors	LAST REVISED February 16, 2023

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

- 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 to ensure the ongoing fiscal viability of the association.
- Award selection criteria will be reviewed annually.
- Each application will be reviewed against the selection criteria by no fewer than three Board members.
- The President will notify all applicants of the outcome of the selection process by email and attached letter.
- Funds will be sent to the successful applicant by the COHNA-ACIIST Administrative Assistant within 30 days of the selection process.
- Application forms will be made available to all provincial/territorial members through their COHNA-ACIIST director.
- Only successful applicants will have their name communicated to the membership and photographs posted at <http://cohna-aciist.ca>.

Procedure

1. Criteria for applying:
 - 1.1. Must be a member of COHNA-ACIIST.
 - 1.2. Must be currently employed as an occupational health nurse.
 - 1.3. Must be a member in good standing of the professional registered nurse association of the province/territory which is a member of COHNA-ACIIST.

1.4. Consent is required to release name(s) and photograph(s) for communication purposes to the membership and posting to the COHNA-ACIIST website.

2. Award Conditions:

- 2.1. Bursary Award criteria will be used to assess each application for relevance and suitability. The decision of the Board is final.
- 2.2. Completed applications will be received by the COHNA-ACIIST Administrator by May 31st.
- 2.3. 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. *(Not applicable for 2023 MIP sponsorship)*
- 2.4. Preference will be given to those applicants who are pursuing Canadian educational opportunities in occupational health nursing, safety, and wellness/health promotion. *(Not applicable for 2023 MIP sponsorship)*
- 2.5. Preference may be given to applicants who have been actively involved with their provincial/territorial occupational health nursing association or COHNA-ACIIST.
- 2.6. 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. *(Not applicable for 2023 MIP sponsorship)*

Additional Information

The Award winner(s) may also be announced at the annual conjoint Education Day and/or on the COHNA-ACIIST website.

Verification/Authorization/Approved by

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