

### Who is eligible to apply for professional development funding?

Any midwife who is a voting member of the AOM (including Aboriginal midwife members) and who are practicing or residing in Ontario during the funding year that the activity was completed in can apply for funding.

### What is considered to be a professional development activity relevant to practice?

Professional development (PD) activities may include: workshops, courses, conferences, undergraduate or graduate education. The PD activity must be provided by a recognized educational provider (e.g., university, college, hospital, professional association or an organization providing courses that are accredited by a regulatory body or association). All activities must demonstrate relevance to midwifery practice.

### My professional development activity is relevant to practice; which expenses are eligible for reimbursement?

- Course tuition fees are eligible.
- Some travel and accommodation may be eligible if you travel  $\geq 100$  km each way to the event (see eligibility criteria).
- Graduate studies tuition fees are eligible for reimbursement up to \$1,500.

Non-tuition costs are excluded from reimbursement. Examples of exclusions are:

- Student fees
- Membership/subscription fees
- Textbooks or manuals
- Audio/visual media
- Equipment

### How does the application process work?

Once your application is received, it is reviewed for approval according to the eligibility criteria. Once your application has been approved, the AOM will mail you a cheque and notification letter with information regarding the decision. It will take between four to eight weeks to receive your PD fund cheque from the time *complete* application forms are received at the AOM. Incomplete applications cannot be processed.

### What is a complete application package?

A complete application must include

- a completed and signed application form,
- proof of payment (receipts), and
- proof of successful completion.

### What is an appropriate receipt?

A proof of payment from the educational provider should indicate

- the name of the applicant,
- the course name, and
- tuition fee.

*Copies of cashed personal cheques or credit card/bank statements may be accepted as proof of payment only in very specific circumstances.*

### What if I was not provided with proof of successful completion for the professional development activity?

Some PD activities do not issue documentation related to proof of successful completion or attendance. In lieu of this documentation, you must sign the declaration on the PD fund application form certifying that you have successfully completed or fully attended the professional development activity.



## What if I have attended an event but did not spend the maximum amount available?

You may submit applications for more than one event per year.

## What if the fee submitted is more than the amount available?

Every member is eligible for \$1,200 for professional development activities or \$1,500 for graduate studies completed between April 1, 2016 and March 31, 2017.

## Am I guaranteed PD reimbursement?

Funding is contingent upon:

- meeting eligibility criteria
- submitting a complete application form, and is
- subject to availability of funds.

Available PD funds in a given fiscal year are limited and subject to grant funding approval from the MOHLTC. **Due to the finite pool of funding available within a fiscal year, midwives are not guaranteed PD funding.** PD fund applications will be processed on a first-come, first-served basis. If all funds available in a fiscal year have been disbursed, PD fund applicants will be informed that funding no longer available. Any applications received after all available PD funds have been disbursed will not be processed.

## Why do I have to provide my Social Insurance Number?

Reimbursement totalling more than \$499 in each tax year is considered a taxable benefit according to federal legislation. Your SIN must be provided to comply with federal and provincial income tax laws.

If you have applied for professional development funds before, your SIN is stored securely at the AOM and does not need to be resubmitted. All information provided to the AOM is kept confidential and adheres to the AOM Privacy Policy. If you have questions about submitting your income tax please speak to your personal financial advisor.

## Do I have to provide my SIN if my submission is less than \$499?

If you do not intend to claim more than \$499 during the tax year, you do not have to provide your SIN. However, if you intend to claim more than \$499 during the tax year, it will be

helpful to submit your SIN on your first submission even if it is less than \$499. It may take several applications before you reach the maximum amount available. Your information is kept confidential and used only when your total claim in the tax year is greater than \$499. You only need to provide your SIN once during the funding year, and if you applied for PD funding in previous years, you do not need to resubmit it.

## Can my practice pay for my activities and complete an application for reimbursement?

A different form is required for midwifery practice groups (MPG) that make payments for PD activities on the behalf of a midwife. If a practice has made the payment, the practice or midwife completes and signs the *MPG PD Fund Application Form*, submits appropriate receipts and provides proof of completion. If the receipt does not already name the midwife who attended the event, indicate the name of the midwife on the application form. When an application is submitted that includes a receipt in the name of the practice, cheques related to that expense will be issued to the practice and not to the midwife. Amounts reimbursed will be tracked per midwife to the maximum allowable amount. A practice partner must sign the MPG PD Fund Application form on behalf of the practice.

## Do I have to pay the fee when registering for an AOM event or can I indicate that I want to use my funding?

Funding may be used to attend AOM educational events such as the Annual Conference or an ESW; however, you will still be required to pay for the event when you register and then submit an application form to receive reimbursement after the activity is completed. Proof of completion and payment does not need to be submitted for AOM events.

## Can I claim expenses incurred while attending professional development activities such as travel, hotels and meals?

Some travel and accommodation may be eligible for PD fund reimbursement. AOM members must travel  $\geq$  100 kilometers in one direction to be eligible for travel and accommodation reimbursement for educational events. For further details see eligibility criteria.

Meals are *not eligible* for reimbursement.