

AOM PROFESSIONAL DEVELOPMENT FUND

Eligibility Criteria

Up to \$1,200 is available per midwife for eligible professional development activities or \$1,500 for graduate studies completed between April 1, 2016 and March 31, 2017.

The Professional Development (PD) Fund

is a tuition reimbursement program. PD funds are limited and are subject to grant funding.

Eligibility Criteria:

- The PD activity (course/program/conference/workshop) must provide training and education that will support the development of midwives' skills, knowledge, practice and quality of care.
- Members who travel ≥ 100 km one way from their home may be reimbursed for combined travel and accommodation costs.
- Applicants must be voting members of the AOM at the time the activity is completed.
- Activities must be completed between April 1, 2016 and **March 31, 2017**.
- Applications must be received by fax, email or postmarked on or before March 31, 2017.
- Reimbursement funding totaling more than \$499 in each tax year is considered a taxable benefit. A T4A slip will be mailed in accordance with the income tax act, as required.
- Professional development activities must be provided by a **recognized educational provider** (see sidebar for definitions).
- Applicants must be providing services and/or residing in Ontario during the grant year that the activity is completed.
- Education offered outside of Ontario is eligible.

Exclusions:

Social events, meals, textbooks, subscriptions, student fees, exam fees, membership fees, online courses that do not provide a certificate of completion and change of date fees are excluded.



Definitions:

Recognized educational provider

A nationally, provincially or internationally recognized university or college;

a private career college that is registered with the Ministry of Training, Colleges and Universities;

a LHIN, regional health authority, hospital or affiliate; or

a professional association or regulatory body; or

educational units/credits by a regulatory body or association.

Proof of payment

Receipts must show applicant, educational provider and course name as well as the fee paid.

Invoices, credit card or bank statements are not acceptable proof of payment.

Proof of completion

Copies of a passing grade report and/or a transcript from the educational facility or printout from a student based web service; or

course certificate (e.g., NRP, ALARM, CPR) or other proof of attendance for PD activity with name of midwife and course completion date.

Proof of completion for AOM events is on file at the AOM and is not required.

What do I need to do?

- Fill out the application form in full and sign.
- Include **proof of payment** (official receipt) for all PD fund activities being submitted for reimbursement.
- Provide **proof of completion** (e.g. transcript, certificate) for all PD activities being submitted for reimbursement.
- If this is your first time applying for PD funding, please provide your **Social Insurance Number** to comply with federal and provincial income tax laws.
- Keep a copy of your application, proof of payment and proof of successful completion for your records.

Travel and accommodation:

Members who travel ≥ 100 km **one way** from their home may be reimbursed for combined travel and accommodation costs as follows:

| | Within Ontario | Within Canada | Outside of Canada |
|---|--|--|--|
| All midwives are eligible for: | Max 30% of cost of PD activity up to \$300/event | Max 50% of cost of PD activity up to \$500/event | Max 30% of cost of PD activity up to \$750/event |
| Rural¹ or northern² subsidy | up to an additional \$250 | | |
| Remote³ subsidy | up to an additional \$400 | | |
| Remote fly-in/isolated community⁴ subsidy | up to an additional \$1000 | | |

- Rural and remote supplements are provided in addition to the \$1,200 (or \$1,500 for graduate studies) maximum PD funding.
- Midwives are expected to travel in the most cost-effective way.
- Mileage will be reimbursed without receipts at a rate of \$0.45/km.
- Car rental expenses incurred as part of travel are eligible for reimbursement within the limits available for travel expenses.
- Reimbursement up to \$300 for free eligible events.

¹Rural members designated according to 2013-14 TPA-MPG Funding Agreement.

²Northern members designated according to the AOM's region assignment, this accommodates northern members' travel needs who do not have rurality indices that meet rural or remote criteria as per the TPA-MPG Funding Agreement.

³Remote members as designated by the 2013-14 TPA-MPG Funding Agreement.

⁴Remote fly-in/isolated communities are designated as remote by the 2008 TPA-MPG Funding Agreement; additionally for these MPGs, the only option for travel to and from isolated communities is by airplane