

Overview of Joint Community Health Retraining Fund

Who May Apply for Funding?

Applicants must be either:

- an individual laid off after January 28, 2002 due to contracting out from a job in the Community subsector, or
- an individual laid off or displaced as a result of the job being retendered, or
- a current employee in a Community Health subsector job who is interested in skills development.

What types of training will the Joint Community Health Retraining Fund cover?

The Joint Community Health Retraining Fund provides applicants with opportunities to upgrade skills in their current job, a related job or other job classification. Priority will be given to training related to a job in the Community Health subsector. Training related to a job in the Facilities subsector may be considered.

The Fund covers retraining to aid and assist those individuals who have lost their job due to layoff, bumping, contracting out, and retendering or who are taking courses or upgrading to continue in a unionized Health Care position within BC.

The following are examples of the types of training that **may** be eligible for funding:

- The upgrade of diplomas or certificates for foreign trained workers
- English as a Second Language courses
- Upgrade of language or writing skills
- Computer skills
- Office skills
- Group training
- Changes from a current area of practice to a different specialty
- Home Support Scheduler training
- Certification Training for Licensed Practical Nurses
- Certification Training for Community Health Workers
- Certification Training for Resident Care Aides

NOTE: If you receive money from this Fund, and you received Employment Insurance (EI) as a result of your layoff, EI may attempt to recover the monies they paid to you. Please contact your local EI office for further details.

The course/program should be taken at a British Columbia public post secondary college or institute, or a BC School District Continuing Adult Education program. Correspondence courses or courses at other institutions may be given consideration in exceptional circumstances.

What types of training will not be covered by the Joint Community Health Retraining Fund?

- Conference and professional association meetings
- Self help, personal interest and leisure courses
- Courses leading to jobs outside the Unionized Health Sector
- Courses outside of BC

Will the Joint Community Health Retraining Fund reimburse for the total cost of training?

The Joint Community Health Retraining Fund will reimburse course fees and materials to a lifetime maximum of \$5000. The actual amount you receive may not equal the total costs as it will depend in part on the number of applications received. You must successfully complete a first application before a second application will be accepted.

What documents should I include with my application?

To apply for funding, you must complete an Application Form and include the following:

- a. If you have already completed your training:
 - Proof of registration in the training program
 - Proof of payment for the training program and course materials
 - Proof of successful completion of the training program
- b. If you are currently in a retraining program or applying for courses that have not started:
 - Proof of acceptance or registration for the training program
 - Proof of any payment already made for the training program or course materials

In addition, **ALL** applicants must include a Confirmation of Employee Status.

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What Are The Timelines?

All of the information regarding the Fund is available on our website. The Fund is currently considering applications from members who have completed training in the 12 months prior to application, or who will register for, or complete their training in the 12 months following application to the Fund.

How Do I Apply?

Download the Application Form, or check your Union's Website. If you want a copy of the printed Application form, contact your Union or call the Joint Community Health Retraining Fund at 604-291-9611 or 1-800-663-1674.

How is the Decision About Funding Made?

The Joint Community Health Retraining Fund Committee will review each application and make a decision on the funding. Any subsequent applications will be considered after all first time applicants have been processed.

Is there an appeal process?

Yes. The Joint Committee will consider appeals and make a final decision.

Freedom of Information and Protection of Privacy

Freedom of information and protection of privacy legislation protects applicants from unauthorized use of their personal information. You will be asked to sign the Funding Application giving the Joint Community Health Retraining Fund Committee permission to: use, collect and disclose personal information for the purpose of processing your application including verifying information that you provide with Unions, Employers, former Employers, educational institutions and/or other funding sources and using your information in statistical reports on the Joint Community Health Retraining Fund.

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