

# **FBA** education fund

## **LONG-TERM TRAINING FACT SHEET**

### HOW DO I APPLY FOR LONG-TERM TRAINING?

**Step 1:**        **Make sure you are eligible** (*see the Overview of Criteria for detailed information*).

You are:

- a health care worker in an acute or long-term care facility covered under the 2006-2010 Health Services & Support Facilities Subsector collective agreement;
- a **regular** employee (full-time or part-time), OR a regular displaced employee on layoff within your recall period, and
- applying for a course/training that ranges in length from more than 20 days to 12 months.

The training:

- started September 1, 2006, or later;
- is clearly related to your current job or future health care career goal within the bargaining unit (facilities subsector), and
- is at a **public** educational institution/school (*see the Overview – Where can training be taken?*)

**Step 2:**        **Complete the FBA Education Fund Application Form – long-term training** (*make sure you **sign** the form in ink*).

**Step 3:**        **Do you need to take a leave for your training program?**

- Complete the *Confirmation of Employee Status and Leave Approval Form* and have your employer sign it.
- The *Confirmation of Employee Status* section of the form **must be completed** and submitted with your application.

**Step 4: Do you have your training registration or confirmation letter from the educational institution?**

**Step 5: Submit your application package.**

**Mail** the signed (in ink) Application Form, your training registration or confirmation letter, and the *Confirmation of Employee Status and Leave Approval Form* to:

**FBA Education Fund  
c/o 5000 North Fraser Way  
Burnaby, B.C. V5J 5M3**

**ADDITIONAL QUESTIONS?**

Contact an FBA Education Fund representative by email [fbeducfund@heu.org](mailto:fbeducfund@heu.org) or phone 604-456-7146 (toll-free 1-800-663-5813, local 7146).