

SHORT-TERM TRAINING FACT SHEET

HOW DO I APPLY FOR SHORT-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 is two to 20 days in length, or
- taking a part-time, evening or correspondence course.

The training/course:

- 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, or is an industry-specific required certification (*see the Overview – Where can training be taken?*).

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

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

- Complete the **Leave Approval** section on 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 fbaiseducfund@heu.org or phone 604-456-7146 (toll-free 1-800-663-5813, local 7146).