



Non-Southern Health-
Santé Sud Nurses
Recruitment and Retention Fund (NRRF)
Funding Application Form —
Continuing Education for Nurses
March 17, 2022 – March 16, 2023

Office use
NRRF #
\$

Name of Applicant (print full name): _____ Status RN RPN RN (EP) LPN

E-mail address and Contact Telephone Number _____ Facility Name _____ City/Town _____

Applicants Full Personal Mailing Address Please attach a direct deposit form

Multiple courses allowed, however one-time submission access only (up to \$950.00). Submit your application ONLY upon successful completion with your proof of attendance attached. Pre-Approvals will not be considered. All forms/receipts need to be received or your submission cannot be processed. Final submission deadline for 2022-2023: March 16, 2023

FUNDING REQUEST DETAILS AND DOCUMENTATION REQUIRED

- For the Committee to consider your application, you must successfully complete the course/workshop between March 17, 2022 and March 16, 2023. Funding is limited, "first come, first served" basis.
Please include each course description and ALL required attachments (scans/PDFs only, no photos), ensure every applicable box is checked.

1 Title of Event/Course: _____ Date of Event/Course Completion Date: _____
Title of Event/Course: _____ Date of Event/Course Completion Date: _____
I have attached Certificate of Completion/Passing/Attendance Confirmation (for all courses)

2 Are you requesting compensation for Registration Fee/Tuition/Course Material/Presenter Fee? Yes ___ or No ___
Total dollar amount: \$ _____ (for all courses)
I have attached receipts

3 Are you requesting compensation for travel to course from work site/home, whichever is shorter? Yes ___ or No ___
Total distance travelled (return): _____ km = Total dollar amount \$ _____ (for all courses)

4 Are you requesting compensation for Accommodation (meals and incidentals are not applicable)? Yes ___ or No ___
Total Cost \$ _____ (for all courses)
I have attached receipts

5 Are you requesting compensation for parking? Yes ___ or No ___
Parking Fee \$ _____ (for all courses)
I have attached receipts

- Please attach a direct deposit form so that payment can be made. For questions please email rr@southernhealth.ca.
Forward completed forms and receipts by no later than March 16, 2023 to: rr@southernhealth.ca. You do not need to send a hard copy. Note: Please monitor your email for our confirmation of receipt. Acceptance/Denial letters will be provided by email.
Please attach all documentation outlined above. INCOMPLETE REQUESTS WILL BE RETURNED/NOT CONSIDERED
Please note that final approved request (re-imbursement) may take up to six months from committee meeting date, funding is limited and is on a 'first come, first served' basis.

Recommendation of NRRF Education Committee: Approved Denied Deferred

Signature of NRRF Education Committee Co-Chair(s) _____ Date: _____

STEP BY STEP:

***Note all documents must be either scanned or PDF's, photos cannot be processed**

1. APPLICATION FORM

Follow Steps #1 - #5 as listed on the form. Please only submit complete applications with all required documentation.

Make sure your event name and date is included.

- You must include a copy of your Certificate of Completion or Attendance Confirmation.
- Please include a **direct deposit form** so that payment can be made directly to your account.

2. RECEIPTS

Submit all receipts for direct expenses you are wanting funding for. The Nurses Recruitment and Retention Funding will not pay without receipts. Please ensure all receipts are legible.

Submit form with certificate(s) and receipt(s) by March 16, 2023 to the to the email address listed at the bottom of the Regional NRRF Funding Application Form.

If you need help, please contact the Southern Health-Santé Sud Regional Continuing Education Nurses Recruitment and Retention Fund Committee c/o email: rr@southernhealth.ca