

Newfoundland & Labrador
**College of
Social Workers**

Professional Development Fund Application Form

General Information

- The NLCSW Professional Development Fund provides financial sponsorship for current NLCSW members to attend professional education events that meet the criteria established by the Continuing Professional Education (CPE) Policy.
- A maximum of \$200 per draw is available to eligible applicants per fiscal year. The fiscal year runs from March 1 to February 28.
- Applications are accepted twice per year. The deadline for receipt of applications is March 16 and September 16.

Eligibility Criteria

- Current NLCSW members are eligible to apply to the NLCSW Professional Development Fund.
- The educational event must occur within the same fiscal year as the application deadline.
- The educational event must meet the criteria for required credits as defined by the CPE policy.
- Members who have been successful in the previous draw will **not** be eligible for the upcoming draw; that is, members cannot receive funding for two consecutive draws.
- Members must notify NLCSW if they have received funding from another source. Events fully funded by another source (e.g. employer) are not eligible.
- The completed application form with the required attachments must be submitted by the deadline for the current draw.

Application Checklist

Please ensure:

- All portions of the application form are completed.
- A link to the web address or a copy of the document which outlines the educational event, including relevant fees, is submitted with the application.

1. Contact Information

Name: _____

Membership/Registration Number: _____

Home Address: _____

Email: _____

2. Information Regarding Educational Event

Name and Description of Event:

Date of Event: _____

How does this event pertain to your professional development?

Please outline expenses related to event:

Fee (registration, tuition, etc.): _____

Supplementary materials: _____

Travel/accommodation: _____

Other (specify): _____

Total: _____

Have you received financial assistance for this request from any other source?

yes no

If yes, please state how much assistance will be provided?

Please state amount of funding being requested through the Professional Development Fund (***Please note that monies available will not exceed \$200.00***):

3. Notification and Issuance of Funding

- Successful applicants will receive written notification of the outcome of their applications 30 days following the applicable deadline date.
- Applicants have up to 30 days following the educational event to submit expense receipts to be eligible for payment.

4. Personal Statement

- I declare that the information provided on this form is accurate and correct. I hereby authorize the NLCSW to validate any of the aforementioned information if required.
- I understand that if the application is not completed in full or if the required documentation is not attached, I may be disqualified for funding for this request.

Member's Signature

Date

The completed application and attachment(s) can be submitted by:

- Mail:
NLCSW
P.O. Box 39039
St. John's, NL
A1E 5Y7
- Email: info@nlcsw.ca
- Fax: (709) 753-0120