# Professional Development Bursary Information

**Background**

The Alberta Therapeutic Recreation Association values and supports professional development as a means of achieving and maintaining excellence in client intervention, research and education. The Mission Statement of the professional association address Professional Development as an area of emphasis by stating it will "promote member's needs by providing excellent professional development opportunities in education, research and professional issues. The Standards of Practice for Therapeutic Recreation in Alberta further substantiate the commitment to ongoing involvement in upgrading personal and professional knowledge related to Therapeutic Recreation. To ensure that ATRA members have the full support to participate in professional development opportunities, the professional association will respond to requests for financial sponsorship for educational opportunities. To promote consistency in access to opportunities for staff development, ATRA is committed to using a standardized approach.

**Financial Partnership**

Professional members will consider all sources of financial sponsorship before applying for consideration by their provincial association. In order of application, members shall first seek sponsorship from their employer; their union if applicable member benefits are available and other independent support groups that consider professional educational opportunities as part of their mandate as well.

**Annual Allotments**

The Professional Development Committee established by the professional association will review all applications with financial sponsorships targets set within the annual budget. The annual Application Deadline is December 1. Applications for both retroactive education sessions (6 months post) and upcoming sessions (six months hence) will be reviewed. Consistent application forms and procedures will assist in making sound decisions about sponsorship in professional development activities that not only have personal professional benefits, but will also support and improve the delivery of services and standards of practice province wide.

**Applicant Procedures**

The responsibility of the applicant is to:

- Complete all portions of the application form (incomplete forms will be returned) and submit them to the Professional Development Committee prior to December 1 of each year.
- Provide additional information if requested by the Professional Development Committee
- Submit receipts of all expenses approved within the allocated sponsorship
- Submit an article for publication in the ATRAbute within one twelve month period following the educational event or completion of research project.
- Present the material gained to the members of their Chapter within one twelve month period following the educational event.

**Professional Development Committee Procedures**

The responsibility of the Professional Development Committee is to:

- Meet within a reasonable period of time after the application deadline of December 1 of each year
- Rate the merit & priority of request(s) received to attend a major educational event.
- Decide on the level of financial support to be allocated for each request
- Arrange with the Provincial Treasurer for the release of funds.
- Maintain a record of disbursements and manage a tracking method that ensures all steps are complete.

# Professional Development Bursary Application

## RATIONALE FOR REQUEST

| | |
|---|---|
| **Demographics** | Date Submitted: _____<br>ATRA Member Name: _____<br>ATRA Membership Number: _____<br>*Note: Completion of this form does not ensure funds will be approved* |
| **Professional Development Opportunity** | Conference Title<br>_____Date(s)_____<br>Location:_____<br>Participation Level:<br>❑ Presentation: Podium Poster<br>Presentation Title:_____<br>❑ Educational Participant<br>✓ Attach a copy of conference information to application<br>✓ Attach letter of support for your application from your administration |
| **Merit** | Reference relationship to professional goals/ objective, impact on client care / service delivery, professional development.<br>Successful applicants will be expected to either publish an article in the ATRAbute, or to present at either an ATRA Chapter Meeting or ATRA Symposium.<br>*Attach Merit document as appendix to this application form* |
| **Expenses** | **Projected Expenses (in Canadian Funds)**<br>Registration Fee _____<br>Transportation<br>• Air _____<br>• Ground _____<br>Accommodation _____<br>Meals _____<br>Other (specify) _____<br>Other (specify) _____<br>Total Expenses $ _____ |
| | **Potential External Funding**<br>Source:_____<br>Amount:_____<br>Source:_____<br>Amount:_____<br>Total Potential Funding: $_____ |

Complete this form and forward it to the Professional Development Committee, Alberta Therapeutic Recreation Association, 7140C Fairmount Drive SE, Calgary, AB T2H 0X4

**NOTE TO APPLICANT: DO NOT COMPLETE THE FOLLOWING SECTION. THIS PORTION IS TO BE FILLED IN BY A REPRESENTATIVE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE OR THE ATRA BOARD OF DIRECTORS**

Date Received::_____

Determination of Merit: mark applicable criteria Low ←----------→High

- Influence on Client Care 1 2 3 4 5
- Relevance to publication of article 1 2 3 4 5
- Relevance to chapter presentation 1 2 3 4 5

Overall Assessment of Merit 1 2 3 4 5

Recommended Level of Support $_____ Source of Funds_____

Professional Development Committee Signatures:

_____ _____
Print Name Signature

_____ _____
Print Name Signature

Comments: