

Continuing Education Program Guidelines

These guidelines are for medical professionals working with persons with amputation and limb loss.

The Continuing Education Program offers funding to Canadian medical professionals and students wishing to pursue continuing education courses, conferences and training sessions with respect to all aspects of care for persons with amputation and limb loss.

We offer this program to help ensure professionals have access to up-to-date technology and new innovations, products, techniques and treatments to benefit amputees and those born with limb loss. With a mandate to this group of people across Canada, we recognize the importance for medical professionals and students to continue to enhance their expertise. In turn, persons with amputation and limb loss across the country can receive access to the most updated treatment protocols and knowledge.

Program Guidelines

- The amount of funding available may vary but will be to a maximum of \$1,000.
- **Prior approval** is always required to ensure funds are available.
- Proof of registration fees is required. **Note:** A receipt received for these fees cannot be used for a participant's personal income tax return if The War Amps has provided the funding for it.
- Proof of attendance is required (a copy of the certificate of attendance provided by the official conference/course organizer).
- Courses can be held in Canada or outside the country.
- Should any of your receipts be in foreign funds, you must send us paperwork showing proof of the exchange rate.
- If funding is secured through other sources for the continuing education opportunity requested, funding **will only** be made available if there is a balance remaining after other sources have been exhausted.
- Tuition fees are not covered under this program.

To apply for funding under the Continuing Education Program, a completed application form is required. Applications must be completed in full in order to be considered and can be sent via email, fax or mail to the National Amputee Centre.

Once your request has been reviewed and processed, a cheque made payable to you will be sent to reimburse your expenses (please see the next page for travel expense guidelines). The War Amps cannot reimburse prosthetic centres or your employer through this program.

Travel Expense Guidelines

- Taxis/shuttles are covered (receipts are required).
- An amount of 25¢ per kilometre can be claimed for travel by car. Gasoline costs are not covered.
- Accommodation costs are covered, but **not** for telephone calls, movie rentals or any other services received while staying at the hotel.
- Alcoholic beverages are **not** covered.

If you have received an approval from us to attend a course, session or conference, your claim form, your receipts and a copy of your certificate of attendance must all be submitted to the National Amputee Centre for processing before the end of the year in which the approval was given. Documentation is accepted by email, fax or mail.

As part of our mandate to support amputees across Canada, we might request that applicants submit a report to share their expertise and newly acquired knowledge with The War Amps following their continuing education opportunity. We will indicate whether we request a report in our approval letter. This knowledge exchange will further position The War Amps as a centre of excellence in the area of amputation and prosthetic care and will ensure that Canadian amputees have access to medical professionals who are trained with the most up-to-date treatment protocols.