



Orthotics Prosthetics Canada

## CONTINUING EDUCATION BURSARY GUIDELINES

Orthotics Prosthetics Canada (OPC) has created the Continuing Education Bursary to support and offset the continuing education efforts of its membership. This fund is open to all Certified, Registered, Resident, or Intern members in good standing with OPC and is available for national or international conferences, symposiums and educational courses related to Orthotics, Prosthetics or allied professions.

This bursary fund is thanks, in part, due to the generous contributions by Mr. J.A. Pentland.

The OPC Educational Bursary is apportioned in **TWO** uptake event periods per calendar year.

- o **Uptake 1: Events January – June**      o **Deadline for Submission: November 1st**
- o **Uptake 2: Events July – December**      o **Deadline for Submission: May 1st**

### **Funding Support:**

- o The maximum funding available per calendar year is **\$10,000**
- o The maximum funding available per member per calendar year is **\$1,000**
- o Award amounts may be based on the number of eligible applications received

### **Applicant Criteria:**

Eligibility will be based on the following criteria:

- o Be an OPC member in good standing
- o Provide evidence that the program/activity relates to the O&P profession
- o A maximum of 1 person per institution will be supported per event
- o A maximum of 3 bursaries will be awarded for any single professional development event/course
- o A maximum of 3 individuals from any institution will be supported in a calendar year
- o You must not have received an OPC Continuing Education Bursary in the past 3 years\*  
*\*(Special consideration may be given for dual certified/registered member applying in the second discipline)*

### **Eligible Expenses:**

- o Tuition/Registration Fees
- o Airfare/Ground Transportation
- o Accommodations
- o Food & Beverage allocation to a maximum of \$75.00/ per day

### **Application Process:**

- o Applications will be reviewed concurrently by the Professional Development Committee (PDC) for relevance to the applicant's professional development and the suitability of the event/course
- o The number of recipients and the amount awarded per application will be determined by the PDC.
- o Successful applicants will be advised by OPC within 2 weeks of the deadline, unless otherwise communicated
- o Prior approval is required to assure funds are available
- o Monies will be paid to the applicant after application submission, formal approval from OPC National Office and proof of attendance/completion of the program/activity
- o If required, the recipient agrees to provide information and/or feedback regarding the event in question

### **Application:**

- o **Complete an OPC Continuing Education Bursary Application Form**
- o **Submit to the OPC National Office at [info@opcanada.ca](mailto:info@opcanada.ca)**
- o **Questions? Contact Sandra Fyfe at 613-595-1919 x1 or [sandra@opcanada.ca](mailto:sandra@opcanada.ca)**



Date: \_\_\_\_\_

Orthotics Prosthetics Canada

## CONTINUING EDUCATION BURSARY APPLICATION

Please see Guidelines for eligibility, criteria and process.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Cert/Reg # (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Have you applied for (or been granted) additional funding from other sources?  Yes  No  
If so, please specify below source and contribution amount  Pending  Approved

Have you received funds from the OPC Educational Bursary from OPC before?  Yes  No  
If so, please specify date (month/year) Date: \_\_\_\_\_

### Bursary Application is for attendance to:

Event Name \_\_\_\_\_

Organization: \_\_\_\_\_

Location: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Brief Description:

**Uptake 1 Event Period (January - June Events)**

**Application Deadline: November 1st**

**Uptake 2 Event Period (July - December Events)**

**Application Deadline: May 1st**

Please submit your Application to the Orthotics Prosthetics Canada (OPC) National Office  
via email at [info@opcanada.ca](mailto:info@opcanada.ca) or by fax at 613-595-1155