CNA Certification Bursary

Bursaries valued up to $500 are available to assist RNs to achieve CNA Certification or Re-Certification.

NOTE: THIS IS NOT AN APPLICATION FORM

You will be asked to provide the following information on your application:

A. **Personal Information**
   - ☐ Contact Information (Name, E-mail*)
   - ☐ CRNNL Registration Number *REQUIRED
   - ☐ Social Insurance Number (Required for Income Tax Purposes)
   - ☐ Previous CNA Certification bursaries from the Trust and year received

B. **Employment Details**
   - ☐ Employer (e.g., Eastern RHA)
   - ☐ Site (e.g., St. Clare's Mercy Hospital)
   - ☐ Area of Responsibility/Specialty (e.g., Medical-Surgical) *REQUIRED
   - ☐ Position

C. **Certification Details**
   - ☐ How certification relates to your nursing practice (e.g., practice area/specialty) *REQUIRED
   - ☐ Certification type (initial, re-certification, re-writing exam) *REQUIRED
   - ☐ Certification specialty area *REQUIRED
   - ☐ Exam date or date applying for re-certification *REQUIRED

D. **Financial Assistance**
   - ☐ Indicate whether you have applied to CNF for Certification funding *REQUIRED
   - ☐ Other sources of financial assistance *REQUIRED
     Indicate the source and amount of any funds to assist with the costs of achieving certification that you have applied for or received to date

E. **Supporting Documentation**
   - ☐ If your application is successful, the Trust will reimburse you for the amount of your bursary after you have submitted the required supporting documentation. Supporting documentation requirements include receipts and proof of successful certification or re-certification. Documentation requirements will be outlined in your notification email from the Trust.

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Important Notes:

- If your bursary application is successful, you are required to provide proof that you passed the exam/recertified in order to claim your bursary.

- If you are successful in achieving **full funding** from other sources, you will be asked to accept the other funding. If you receive notification that you have received full funding after you have received your bursary from the Trust, you are required to notify the Trust and return the Trust funds.

- Deadline for receipt of applications:
  - **April 15**th for re-certification and exams written between **January and June;**
  - **October 15**th for re-certification and exams written between **July and December**.
  - Applications for certification outside of the specified timeframe will not be accepted (e.g., applications for certification between January and June will not be accepted in the fall competition).