



*For Nurse Practitioners, professional development is key to not only delivering high-level patient care but also staying ahead in the ever-evolving world of primary care. Dive into this document to discover the policy, eligibility criteria, and essential details that will empower you to learn, grow, and excel in your practice.*

## Policy Overview

The Ministry of Health provides Continuing Professional Development funding through Nurse Practitioners Provincial Initiatives and Programs. This funding is exclusively available to primary care Nurse Practitioners working in publicly funded settings, such as:

- Primary Care Networks as independent contractors
- Community Health Center employees
- Those employed under the First Nations Primary Care Initiative

\*Nurse Practitioners working for private, for-profit settings or employed by health authorities are **not** eligible for this funding.

## Policy Breakdown

### Continuing Professional Development Allowance:

Elevate your career with our Continuing Professional Development! Each full-time Nurse Practitioner can receive up to \$5,000 annually to enhance their skills and knowledge.

This funding is adjusted based on your contract start date and Full-Time Equivalent status, ensuring fair support for those contracted for less than a 1.0 FTE. Unlock your potential and invest in your future!

For NPs contracted at less than a 1.0 FTE, your yearly CPD Funding will be calculated according to FTE.  
Example: 0.8 FTE for 12 months = \$4000. 0.6 FTE for 12 months = \$3000 etc.

Start date of contract	Funding/year for 1.0 FTE
April	\$5000
May	\$4583
June	\$4167
July	\$3750
August	\$3334
September	\$2916
October	\$2500
November	\$2084
December	\$1667
January	\$1250
February	\$834
March	\$417

## Policy Breakdown Continued

**Funding for Group Contracts:** If you're sharing a Full-Time Equivalent (FTE) within a group contract, you can access up to \$5,000 in Continuing Professional Development funding per FTE! To make the most of this opportunity, simply submit a signed template letter detailing how the funds will be shared among your group members.

Need the template letter? Just drop a line to [npinvoicing@nnpbc.com](mailto:npinvoicing@nnpbc.com), and we'll get it to you in no time!

**Reimbursement Process:** Submit all reimbursement requests within **90 days** of purchase. Requests made beyond this timeframe will not be processed.

If your contract is terminated, you are required to **reimburse any overspent amounts** beyond your prorated CPD allotment.

**Subcontracting:** If you employ a subcontractor (e.g. a locum), you may allocate any unused portion of your funds to them. The subcontractor must provide a signed subcontract agreement clearly stating their eligibility for the remaining funding.

**Unused Funds:** The funding cannot be carried forward to the next fiscal year. The fiscal year is April 1st to March 31st. Last day to use the current fiscal years funding is March 31st.

## Educational Opportunities & Materials

**Courses and conference registration costs:** You can get reimbursed for courses, materials, and conference fees, as long as they align with primary care or fall within a Nurse Practitioner's scope of practice.

- Doctor of Nursing Practice tuition and books are eligible for funding.
- Expand your knowledge with essential clinical, medical, or leadership texts, including those focusing on cultural safety, inclusion, and equity. Stay updated with subscriptions to top medical journals and publications.
- Gain access to valuable clinical guidelines and resources by covering fees for professional associations and organizations that enhance primary care delivery. Embrace these opportunities to elevate your practice and make a lasting impact!

**Leadership Training or Professional Coaching services:** Coach must be certified by the International Coaches Federation (ICF)

**Therapeutic use of Botox** (eg: for TMJ dysfunction, migraines, and hyperhidrosis). Medical aesthetics use of Botox, defined as "elective non-surgical clinical procedures that include the performance of a restricted activity and are primarily intended to alter or restore a person's appearance," will not be eligible.



## Travel Expenses

Travel expenses related to course/conferences must be submitted within **90 days of date of purchase**. Please consider submitting your flight, hotel ect the same day you purchase to ensure a efficient reimbursement process.

Travel expenses included are:

Airfare, train, car rental, ferry, taxi, and parking

**Personal milage:** Reimbursed at the standard rate of \$0.72/km. Google map of route taken must be included

**Accomodation:** Utilize <https://csa.pss.gov.bc.ca/leisuretravel/> for booking government rates. Accomodation

reimbursment is capped at **\$450/night**. \*Receipts must include your full name, per night cost and dates of stay.

**Meals:** Maximum including GST and gratuities is \$100/day, upon submission of itemized receipts. **\*Without an itemized receipt breaking down items purchased we will be unable to reimburse meal costs.**

\*\*Alcoholic beverages will not be reimbursed.

**Note on Travel Days:** When travelling, eligible accommodation and food are included on **the day prior to and one day after** the educational event. Expenses incurred outside that window are not eligible for

## Expenses Not Eligible for Reimbursement

- Pathways. To access Pathways please [sign up here](#)
- Professional license renewals. To access funding for licensing fees, [click here](#)
- UpToDate subscription. To access funding for UpToDate [click here](#)
- NNPBC Association fees and Health Authority/Hospital Staff Medical Associations
- Computers or phones, tablets, other electronic devices and their accessories or computer software
- Travel for virtual, online, or computer-based courses
- Political contributions or donations
- Insurance premiums (paid under insurance)
- Cancellation and late fees of any nature
- Personal incidental expenses (cleaning, laundry, in-room video, child-care, health club or sports club fees, minibar service or miscellaneous entertainment)

Login to the [NP Funding Hub](#) to track the status of your claims. Track your applications and payments for tax purposes.