

DIRECTIVES FOR INDIVIDUAL TRAINING REQUEST

It is possible for **active members** of this Association to take part in a training program related to any aspect of unionism. The following directives describe the rules established by the Training and Education Committee to **approve an individual training request**.

The request will be considered by the Committee for approval if

- The course to be taken by the member is directly related to the labour movement (e.g.: labour laws, workers' compensation, health and safety, conflict resolution, etc.).
- The total cost for the member's request doesn't exceed an amount of **\$1,000**.
- The total amount for requests received doesn't exceed the **annual budget of \$2,000**.
- Only one training request per member a year.

Complete, sign and return the attached form to our office:

By email at: mail@cpaa-acmpa.ca
By fax at: 613-745-5559
By regular mail at: CPAA
281 Queen Mary
Ottawa ON K1K 1X1

N.B. A reasonable time frame would be appreciated to handle your request.



EDUCATION FUND – FONDS D'ÉDUCATION

INDIVIDUAL MEMBER REQUEST APPLICATION FORM
FORMULAIRE D'INSCRIPTION DE DEMANDE INDIVIDUELLE D'UN MEMBRE

Branch / Section : _____

1. Course Title / Titre du cours : _____
(Must include full course description / Doit inclure la description complète du cours)

2. Training Provider / Formation donnée par : _____

3. Where / Où : _____

4. Date : _____

5. Participant : _____

6. Estimated cost of the course / Le coût approximatif du cours :

Tuition Fee		Frais d'inscription
Full Wages (not just daily difference)		Salaire complet (pas seulement la différence quotidienne)
Per Diem (if applicable)		« Per Diem » (le cas échéant)
Travel		Déplacement
Accommodation		Hébergement
Grand Total		Grand Total

Name / Nom : _____ Signature : _____

Address / Adresse : _____

Phone Number / Numéro de téléphone : _____ Date : _____

Please attach all information on this course.
Ex.: Brochure, pamphlet, agenda, etc.

Veillez attacher toute information au sujet de ce cours.
Ex. : Dépliant, pamphlet, ordre du jour, etc.