



International Society for Prosthetics and Orthotics Canadian National Society

Continuing Education Program Guidelines

The Continuing Education Program offers funding to Canadian and International professionals and students wishing to pursue continuing education courses, conferences and training sessions with respect to all aspects of care for persons who may benefit from prosthetic, orthotic, mobility and assistive devices.

Program Guidelines

- The amount of funding available may vary but will be to a maximum of \$2,000 Canadian.
- Prior approval is always required to ensure funds are available.
- Proof of attendance is required (a copy of the certificate of attendance provided by the official conference/course organizer).
- Proof of registration fees is required. Please note that receipts received for these fees cannot be used for a participant's personal income tax return if ISPO Canada has provided the funding for it.
- Courses can be held in Canada or outside the country.
- Receipts submitted in foreign currency must have the necessary paperwork showing proof of 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 that are paid for an undergraduate or graduate program are not covered.
- ISPO Canada cannot reimburse Prosthetic/Orthotic Centres or your employer through this program.

Criteria, Requirements and Selection:

- Be a student or a native of and resident in a "Low Income Country", "Lower Middle Income Country" or "Upper Middle Income Country" as outlined in the World Bank list of economies (see the list here: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>).
- Be a member in good standing of ISPO.

Additional scores will be given to:

- Candidates that have an accepted paper/presentation (oral or poster) if attending a World Congress.
- Graduates or faculty members from an ISPO accredited training facility.

Note:

- Expatriates working for foreign aid organizations, manufacturers, etc. are not eligible.
- The grant is not transferable. If a selected recipient cannot accept the grant for some reason, the next applicant with the highest score on the list, will receive it. Therefore, the grant cannot be given to a colleague or the second author of the abstract, for example.

ISPO requests applicants to disclose:

- If they have applied for a grant or received funding from another organization or source. The purpose of the additional funding received from another organization or source cannot be identical to the ISPO sponsorship of travel stipends. Double funding is not possible.

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 ISPO Canada.

Travel Expenses Guidelines**Travel**

- Only Economy class fares will be allowed and, where possible, cut-rate fares must be taken advantage of.
- If alternative methods of travel are preferred or selected, reimbursement will be for the lowest cost method of travel using the standard rate of travel.
- ISPO Canada will reimburse for parking fees at train stations, airports, hotels or other locations as necessary.
- For taxi fares/shuttles, please ensure receipts are provided. Taxi fares will be reimbursed where they are incurred as follows:
 - From home/office to airport/train station on outbound trips in your hometown (and vice versa on the inbound trip).
 - From airport/train station to office/hotel on outbound trips in the city being visited (and vice versa on inbound trips).
 - Taxi fares within the city you are visiting as required.
 - Original receipts must be obtained for all taxi fares and must include gratuities. Whenever possible, taxis should be shared.

Accommodation

- Reimbursement to attend courses or conferences will only cover the accommodations necessary to attend the course or conference. Any extension in advance or following the course or conference will be the responsibility of the individual. As an example, for a one-day meeting, accommodations for the evening before a full day meeting will be reimbursed with departure planned following the meeting. In some cases, air travel may not be possible following the one-day meeting and, in those cases, a second evening of accommodation is warranted.
- It is expected that approved applicants will stay in the least expensive accommodation available. For example, it is not acceptable to stay in and pay for suite accommodation if a single room is sufficient.
- It is expected that whenever possible and appropriate, rooms will be shared in order to minimize costs.
- Approved applicants will not be allowed to charge for room service, restaurant, bar or valet charges, under any circumstances.

Meals

- Receipts will be required for these reimbursements to be made and will be limited to:

	Breakfast	Lunch	Dinner
Within Canada	\$10.00	\$15.00	\$30.00
US Travel	\$10.00	\$15.00	\$30.00
Outside North America	\$20.00	\$25.00	\$45.00

If you have received approval from ISPO 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 ISPO for processing before the end of the year in which the approval was given. Documentation is accepted by email or by postal system to the address indicated at the bottom of the page.

As part of our mandate to improve the quality of life for persons who may benefit from prosthetic, orthotic, mobility and assistive devices, we might request that applicants submit a report to share their expertise and newly acquired knowledge with ISPO Canada following their continuing education opportunity. We will indicate whether we request a report in our approval letter. This knowledge exchange will further position ISPO Canada to ensure quality care and education of professionals for the benefit of patients around the world.