



Grant Assistance Program for Autism Intervention Program Professionals

March 2007

Program Guidelines

Goal

To build capacity within publicly-funded agencies delivering the Autism Intervention Program by funding approved academic development activities in return for continuous employment by a publicly-funded agency delivering the Autism Intervention Program.

Definition

The Grant Assistance Program offers grants for professional development at the college level to a maximum of \$5,000 spread over two or more years, at the undergraduate or master's level to a maximum of \$12,000 spread over three or more years, and at the doctoral level to a maximum of \$24,000 spread over three or more years, to reimburse tuition expenses for qualifying academic programs which address the Autism Intervention Program's long-term capacity needs. Grants are available only to employees of one of the publicly-funded agencies (regional providers and their sub-contracted agencies) delivering the Autism Intervention Program.

Eligibility

In order to be eligible to receive funds under the Grant Assistance Program, an individual must

1. have been a full-time or part-time (at least .5 Full Time Equivalent or greater) employee of a regional provider of the Autism Intervention Program (or one of its sub-contracted agencies) for at least one year continuously (or cumulatively in the case of applicants from isolated communities¹) and employed as a member of the program's clinical team.

Examples of eligible clinical positions include Instructor Therapist, Waitlist Co-ordinator, Transition Co-ordinator, Senior Therapist (or equivalent), Training Supervisor, Psychometrist, Psychologist or Clinical Director.

2. be legally entitled to live and work in Canada, and
3. be enrolled in or accepted to a qualifying academic program for full- or part-time study.

¹ Isolated communities are defined here as communities of fewer than 10,000 people, greater than 80 km from a regional centre of more than 50,000 people.

How to Apply for Grant Assistance

To apply for Grant Assistance, the following documents and information are required:

1. completed Application for Grant Assistance,
2. letter of employment from the regional provider, and
3. documentary proof of enrolment in or acceptance to a qualifying academic program.

Approval Process

1. The eligible individual obtains an Application for Grant Assistance from the regional provider or the Grant Assistance Program Administrator (“Administrator”).
2. The completed application form and required documents are returned to the Administrator.
3. The Administrator confirms whether the applicant is in compliance with all eligibility criteria, and notifies the applicant in writing, care of the regional provider, of his or her acceptance or refusal for grant assistance.
4. If accepted, the applicant is sent a Grant Assistance Agreement for signature as well as a Confirmation of Payment Instruction form. The agreement includes the calculated annual grant amount based on anticipated course work.
5. The applicant and the regional provider sign the agreement and the applicant returns all documents to the Administrator.
6. The Administrator signs the agreement form. A copy is returned to the applicant, care of the regional provider.

Payment

1. The total grant amount as provided in the agreement is divided into two or more annual payments not exceeding the maximum allowed for the approved funding level.
2. After the first year of the agreement, the grant recipient provides the Program Administrator with proof of successful completion of the course or courses taken and proof of payment of tuition expenses.
3. The Program Administrator remits the first payment to the grant recipient after confirming that the grant recipient is still an employee of the regional provider.
4. Steps 1 to 3 are repeated for subsequent years of the agreement.

Other Terms and Conditions

1. *Other Grants and Awards* The total value of other grants or student awards, including scholarships, student grants and bursaries and grants from previous employers, but not including loans under the *Ontario Student Assistance Program*, must be provided in the application form. These amounts will be deducted from the eligible grant amount unless already factored in to tuition costs.
2. *Resignation or Dismissal* If a grant recipient resigns or is dismissed from the regional program, the agreement is terminated and no further payment under the Grant Assistance Program will be made. If the recipient is subsequently hired back, the initial period of employment cannot be carried over, and if the employee is again eligible for Grant Assistance, another application must be submitted.

3. *Transfer between Providers* If a grant recipient transfers from one regional provider to another in the same position, while continuing in the qualifying academic program, the agreement remains in force.
4. *Promotion within Provider* If a grant recipient is promoted to a more senior position (e.g. from Instructor Therapist to Senior Therapist) within the same provider or from one provider to another, the agreement remains in force, providing the recipient successfully completes the qualifying academic program. When the current agreement has finished, the grant recipient may apply for additional assistance in the new position for another qualifying program.
5. *Interruption of Studies* If a grant recipient decides to interrupt the scheduled completion of the qualifying academic program as set out in the agreement, and resume the program at a later date, the Program Administrator should be notified as soon as possible so the agreement can be amended. Payments will resume under the amended agreement as long as the grant recipient remains employed by the Autism Intervention Program.
6. *Interruption of Work* If a grant recipient ceases active work with a regional provider, but continues an employment relationship, for instance as a casual employee, or transfers temporarily to another program within the same provider, the Program Administrator should be notified as soon as possible. The funding agreement will be extended by the duration of any period during which the grant recipient is not actively working for the regional provider within the Autism Intervention Program. Note that a funding agreement cannot continue if employment is actually terminated.

If a grant recipient takes a leave of absence and continues to pursue the qualifying academic program, reimbursement for tuition will be provided when the applicant returns to work. If the applicant interrupts his or her studies during the leave, then section (5) above is applicable

7. *Holding of Grants Successively* Grants may be held successively but not concurrently. For instance, an employee may receive retroactive funding for two years for a qualifying college program completed before the application date. The same employee may subsequently apply for a second grant if accepted to a qualifying undergraduate or master's degree program. It is not possible to receive retroactive funding and funding for ongoing academic development concurrently.

Retroactive Assistance

Individuals who otherwise qualify for grant assistance but have already completed a qualifying academic program may still receive grant assistance, providing they completed the program within seven years prior to application date and they continue in the Autism Intervention Program for the duration of the funding agreement. Calculation of the term of the agreement shall include any period of employment within one year of the application date, after factoring in the one-year eligibility period. Payments will be made in equal instalments at the end of each year of the service agreement, as though the recipient were currently enrolled in the qualifying program.

The same terms and conditions apply as for non-retroactive assistance, as applicable. The applicant must provide proof of successful program completion and tuition payment.

A funding agreement can include both current and retroactive funding if, for instance, an individual who has already completed part of a qualifying academic program applies for grant assistance. In this case, the agreement would be extended by the amount of time the applicant was enrolled in the program prior to application.

Criteria for Eligible Academic Programs

The following criteria are used to determine whether academic programs qualify for tuition reimbursement under the Grant Assistance Program for Autism Intervention Program Professionals as well as the amount of reimbursement available.

College Programs

Tuition reimbursement of up to \$5,000 over two or more years for the following programs:

- The Ontario College Graduate Certificate in Autism and Behavioural Science
- Any advanced diploma or applied degree in behavioural science or behavioural psychology

Undergraduate Programs

Tuition reimbursement of up to \$12,000 over three or more years for:

- Any undergraduate degree in psychology or any undergraduate degree with a Major in psychology

Graduate Programs - Masters

Tuition reimbursement of up to \$12,000 over three or more years for:

- Any master's program specializing in clinical or behavioural psychology or behaviour analysis

Graduate Programs – Doctoral

Tuition reimbursement of up to \$24,000 over three or more years for:

- Any doctoral program in clinical or behavioural psychology with a focus on autism or behaviour analysis

Professional Certification Programs

Tuition reimbursement of up to \$1,000 after one year or up to \$5,000 over two or more years for:

- Any college, undergraduate or graduate course or courses required by a recognized accreditation authority within the field of behavioural analysis in order to qualify for professional certification under the rules of the accreditation authority

Note: Where a qualifying graduate program may lead to certification, funding will be offered at the graduate program level.

Institutional Standards

Any college diploma or applied degree (or course toward professional certification) must be offered by an accredited Ontario college of applied arts and technology or by a college or diploma-granting institution in another jurisdiction operating in conformity with the applicable laws of that jurisdiction as well as the applicable Ontario laws.

Any undergraduate, masters or doctoral degree (or course toward professional certification) must be offered by a duly established university or degree-granting institution in Canada or by a university or degree-granting institution in another jurisdiction operating in conformity with the laws of that jurisdiction as well as applicable Ontario laws and, where available, accredited by a recognized institutional accrediting agency or association.

General Information

It takes at least four weeks to process an application after the applicant has provided all of the necessary documents. For more information, please contact:

Grant Assistance Program Administrator
Northeast Mental Health Centre
680 Kirkwood Drive
Sudbury, Ontario
P3E 1X3

Tel: (705) 675-9193 ext. 8410

Toll Free: 1-866-989-9299

Fax: (705) 670-3152

Email: info@autismgrantprogram.on.ca

Or visit our web site at

www.autismgrantprogram.on.ca