



Grant Assistance Program for Autism Professionals

Revised December 2012

Program Guidelines

Goal of the Grant Assistance Program

The goal of the Grant Assistance Program for Autism Professionals (GAP) is to achieve long-term capacity improvement in the province's publicly-funded service agencies delivering the Autism Intervention Program and Applied Behaviour Analysis (ABA)-based Services and Supports, with an emphasis on increasing qualified staff at the graduate level.

Program Description

The GAP offers tuition reimbursement to currently employed staff of the Autism Intervention Program or ABA-based Services and Supports for professional development for qualifying academic programs which address the Ministry of Children and Youth Services (MCYS) funded autism programs and services' long-term capacity needs.

In return for receiving a grant, recipients are expected to continue to be actively employed in the Autism Intervention Program or ABA-based Services and Supports for the duration of their grant agreement.

Tuition reimbursement is available for professional development at the college level to a maximum of \$5,000 paid over two or more years, at the undergraduate or Master's level to a maximum of \$12,000 paid over three or more years, the doctoral level to a maximum of \$24,000 paid over three or more years; and to obtain professional certification of up to \$1,000 after one year or up to \$5,000 over two or more years.

Eligibility

In order to be eligible to receive funds under the GAP, an individual must:

1. Have been a full-time or part-time (at least 0.5 full-time equivalent or greater) employee working in MCYS funded Autism Intervention Program or ABA-based services and supports for at least one year continuously at the time of application (or cumulatively in the case of applicants from isolated communities) and employed as a member of the program's team involved directly in the provision of IBI and/or ABA-based interventions.
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.

Eligible Academic Programs

The following are eligible academic programs that qualify for tuition reimbursement under the GAP as well as the amount of reimbursement available. They are listed in order of priority to receive funds.

Doctoral Programs

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.
- Examples include courses required to obtain Board Certified Behaviour Analyst Certification®, or Board Certified Associate Behaviour Analyst Certification (BCaBA®) through the Behaviour Analyst Certification Board®, Inc.

Masters Programs

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

- Master of Applied Disability Studies- Brock University
- Any Master's program specializing in clinical or behavioural psychology or behaviour analysis¹.

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 psychology².

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.

¹ Other Master's level programs may be considered where course content is deemed to be particularly relevant to the provision of autism services to children

² Other undergraduate programs may be considered where course content is deemed to be particularly relevant to the provision of autism services to children. A minimum of 5 Full Time courses in Psychology are required.

- Any advanced diploma or applied degree in behavioural science or behavioural psychology.

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.

Any undergraduate, Master's 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 where available, accredited by a recognized institutional accrediting agency or association.

How to Apply for Grant Assistance

Applications for the GAP can be obtained from the website www.autismgrantprogram.on.ca. In addition to the completed application, individuals must provide the following:

1. letter of employment from the regional Autism Intervention Program provider or the ABA-based services and supports provider,
2. documented proof of completion of qualifying academic program (Retroactive Assistance), or
3. documented proof of enrolment in or acceptance to a qualifying academic program and
4. a copy of tuition receipts for courses completed to date.

Approval Process

1. The completed application form and required documents are submitted to the GAP Administrator.
2. Applicants will receive an acknowledgement letter once the application is received by the Administrator.
3. Grant applications are collected on a quarterly basis. Grants are awarded at the end of each fiscal quarter based on applicants meeting the

eligibility criteria, available funding and in accordance with priority academic courses listed under qualifying programs. Funding is not guaranteed.

4. The GAP Administrator confirms whether the applicant is in compliance with all eligibility criteria, including having worked with the Autism Intervention Program or ABA for 12 consecutive months before applying, and notifies the applicant in writing of his or her acceptance or refusal for grant assistance at the end of the fiscal quarter in which the application was submitted.
5. If accepted approved, the applicant completes and signs the Grant Legal Agreement. The agreement will include the approved annual grant amount and the timing to receive payment(s).
6. The applicant and the regional Autism Intervention Program or ABA-Based Services and Supports provider signs the Grant Legal Agreement and the applicant returns all documents to the GAP Administrator.
7. The GAP Administrator signs the Grant Legal Agreement form. A copy is returned to the applicant, care of the regional provider.
8. The Applicant is required to remain in the employment of the Autism Intervention Program or ABA-Based Services and Supports for the duration of their grant agreement in order to be eligible to receive the grant.

Retroactive Assistance

Individuals who qualify for grant assistance but have already completed a qualifying academic program may receive retroactive grant assistance, providing they completed the program within five (5) years prior to application date and they continue in the employment of Autism Intervention Program or ABA-based services and supports for the duration of the funding agreement.

Payment(s) will be made in equal instalments each year of the service agreement.

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

Payment Process

1. The total grant amount is paid in annual instalments as outlined in the Grant Legal Agreement.
2. After the first year of the agreement, the grant recipient provides the GAP Administrator with proof of successful completion of the course(s) and proof of payment of tuition expenses.
3. The GAP 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 of the payment process 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, bursaries and grants from previous employers, but not including loans under the *Ontario Student Assistance Program*, must be disclosed in the application form. These amounts will be deducted from the eligible grant amount.
2. *Resignation or Dismissal:* If a grant recipient resigns or is dismissed from the Autism Intervention Program or ABA-based services and supports program, the agreement is terminated and no further payment under the GAP will be made. If the recipient is subsequently hired back, he/she must reapply to the program in order to have his/her grant reinstated. Funding is not guaranteed as funding is based on meeting the eligibility criteria and available funding.
3. *Transfer between Providers:* If a grant recipient transfers from one regional provider to another in the capacity of working within the Autism Intervention Program or ABA-based services and supports (i.e. Autism Intervention Program to Autism Intervention Program, ABA to ABA, ABA to Autism Intervention Program or Autism Intervention Program to ABA) while continuing in the qualifying academic program, the grant agreement remains in force.

4. *Promotion within Provider:* If a grant recipient is promoted to a more senior position within the same provider or from one provider to another, the agreement remains in force, providing the recipient successfully completes the qualifying academic program and continues to meet the eligibility criteria for employment within the Autism Intervention Program or ABA-based services and supports.
5. *Interruption of Work:* If a grant recipient ceases active work with an Autism Intervention Program or ABA provider, but continues an employment relationship, for instance as a casual employee or parental leave, the GAP 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 Autism Intervention Program or ABA provider. Note that a funding agreement cannot continue if employment is actually terminated. Failure to notify the GAP Administrator may result in termination of the grant agreement.
6. 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.
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 application date. The same employee may subsequently apply for a second grant if accepted to a qualifying undergraduate or Master's degree program.

General Information

For more information, please contact:

Administrator
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Sudbury ON P3E 1X3

Tel: (705) 675-9193 ext. 8411

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Or visit our web site at

www.autismgrantprogram.on.ca