



Prosthetics Education Program Guidelines

The Prosthetics Education Program offers funding to Canadian prosthetists, prosthetic technicians, orthotists and orthotic technicians, to attend courses, conferences and training sessions put on by manufacturers.

By attending conferences, such as the biennial conference of Orthotics Prosthetics Canada, prosthetists, prosthetic technicians, orthotists and orthotic technicians can upgrade their skills and learn about new technology and techniques to benefit Canadian amputees.

The guidelines that apply to approved funding requests:

- The amount of funding available may vary, but will be to a maximum of \$1,000 per prosthetist, prosthetic technician, orthotist or orthotic technician to attend a course or conference.
- **Prior approval** is always required to assure funds are available.
- Prosthetists, prosthetic technicians, orthotists or orthotic technicians are offered funding to attend one course or conference per year.
- The number of prosthetists, prosthetic technicians, orthotists or orthotic technicians from the same centre wishing to attend the same course is limited to a maximum of **three**. Special requests for consideration can be submitted.
- Proof of tuition/registration fees is required. **Note:** A receipt received for these fees cannot be used for a participant's personal income tax return if The War Amps has provided the funding for it.
- Proof of attendance is required (a copy of the certificate of attendance provided by the official conference/course organizer).
- Courses can be held in Canada or outside the country.
- Should some of your receipts be in foreign funds, you must send us paperwork showing the proof of the exchange rate.

Travel Guidelines

- Car rentals may be covered but only if **prior approval** is given.
- Taxis/shuttles are covered (receipts are required).
- An amount of 25¢ per kilometre can be claimed for travel by car. Gasoline costs are not covered.
- Meals are covered at the following rates: \$6.00 for breakfast, \$9.00 for lunch and \$15.00 for dinner. Detailed receipts are required to receive reimbursement (Interac or credit card receipts alone are not acceptable).
- Accommodation costs are covered but **not** telephone calls, movie rentals or any other services received while staying at the hotel.
- Alcoholic beverages are **not** covered.

To apply for funding under the Prosthetics Education Program, a letter of request and information on the course or conference can be sent to either:

nac@waramps.ca
or
The War Amps
National Amputee Centre
2827 Riverside Drive
Ottawa, Ontario K1V 0C4

Your request will be reviewed and you will be advised of the amount of funding you will receive. Once your claim is processed, a cheque made payable to you (not your employer) will be sent to you to reimburse your expenses. The War Amps cannot reimburse prosthetic centres or your employer through this program.

If you have received an approval from us to attend a course or conference, your claim form, your receipts and a copy of your certificate of attendance must all be submitted to the National Amputee Centre for processing before the end of the year in which the approval was given. Documentation is accepted by mail or by email.