

CONTINUING EDUCATION PLAN

ADMINISTRATION GUIDELINES

I. USE OF BENEFITS

Where the CEP Administrative Unit approves an application, the reimbursement to the applicant will be paid to the extent of 75% from the Continuing Education Fund in respect of the applicant's account and 10% from the general assets of this Fund. The applicant shall pay the remaining 15% of the cost of his or her education or training.

The applicant may use his or her CEP account for:

- any continuing education program or course of study
- books or materials related to the specific study/course
- computer hardware or software

The plan is designed to promote continual learning among clergy and lay professional.

II. SPECIAL GRANTS

Disparity

To provide additional financial support to individuals within the Continuing Education Plan (CEP) who face challenges in accessing educational opportunities, particularly due to geographical distance or limited local resources. The grant is designed to supplement other available funds and ensures that members have the necessary resources to continue their education. This grant is for an education course and not for education travel.

Disparity Grant Amount:

- Effective **January 1, 2025**, the Disparity Grant will be increased to **\$750**.
- Effective **January 1, 2026**, the Disparity Grant will be increased to **\$900**.

Criteria for Application:

- The Disparity Grant will be **solely for educational purposes**. Applicants must demonstrate a clear inability to access educational opportunities in their local area.
- Applicants are required to **use any available funds** from their CEP account before applying for the Disparity Grant.

- Sufficient proof must be provided that applicants have **exhausted provincial educational allowances** and made use of **local educational resources**.
- The length of participation in the CEP will also be considered when determining the grant amount for each applicant. Once you have been in the plan for at least two years you may apply for this grant.

Retraining

The purpose of this fund is to provide modest assistance to account holders in CEP who are experiencing career crisis, and who require retraining.

Grants are subject to:

- \$2,000.00 limit
- account holder must have 5 years' participation in the Plan.
- funds to be used for education or training.
- application must be made by the Bishop on behalf of the account holder

These grants are not available for:

- retirement planning
- resettlement

Salary Source

To enable dioceses or participating organizations to conduct educational events for employees who are account holders of the Plan (staff development days, clergy seminars, etc.), diocese should apply to the Administrator describing:

- nature of the program
- the approximate cost
- diocesan share of the cost
- benefits to be expected from the program, for the employer.

III. SABBATICAL GRANT

A grant of up to \$5,000 may be provided to an employee for a minimum of 8 weeks of continuous leave for study purposes after 5 years of participation in the plan (For a D. Min. Program, the 8 weeks need not be consecutive). Before such a grant is awarded, you must use all of your accumulation in the Continuing Education Plan up to the date of your proposed sabbatical.

Application should be made to the Administrator giving:

- goals of the study
- procedure for supervision
- form of evaluation of the work
- the relationship of the sabbatical to future employment in the Church
- budget

It is expected that the employee will return to his/her job after his/her sabbatical, for a minimum of 6 months.

IV. CESSATION OF PARTICIPATION

- a) Upon retirement or termination of employment, any expenses incurred within 3 months of the date of such termination or retirement shall not be considered eligible expenses under this plan.
- b) After retirement or termination of employment any funds remaining in an account holders account will be held for 12 months in case of a return to active employment within that time, at which time such funds will again become available to the account holder. After 12 months any account balances will be closed and reverted to the general fund.

V. COMPUTER HARDWARE

Guidelines for Eligibility of Computer Hardware

- a) Replacements of identical types of computer hardware i.e. desktops, laptops, tablets, ipads, smart phones etc. are permitted only after 3 years from the date of purchase of initial product.
- b) Although desktops, laptops and tablets have overlapping but not identical characteristics, there are many tasks which can be done by more than one such product. If more than one type of hardware is purchased within 3 years of another type, the account holder will be asked to explain how the second product is to be used, that cannot be accomplished using the 1st product purchased.
- c) Accessories are not eligible expenses. For example, laptop cases, phone cases, toners/ink cartridges, sleeves etc. are not eligible expenses.

VI. FITNESS/GYM/HEALTH CLUB MEMBERSHIP (12 months and longer)

Membership may be purchased with account holder's accumulation. Membership agreement and a copy of receipt of purchase must be attached to application form.

Account holders are not permitted to use the funds to purchase:

- Short term membership (less than 12 months)
- Pay as you go fees
- Personal fitness trainer fees
- Fitness consultant fees
- Fitness/exercise equipment and sporting goods

VII. GENERAL

- a) Details and receipts are required for all expenses submitted for reimbursement. The receipt must indicate that payment was made in full.

All acceptable receipts contain all of the following:

- Vendor or business name and address
- Description and price of each item
- Total amount of purchases, including taxes and related fees
- Proof of payment
- Date of payment

- b) All claims must be submitted within 12 months of the date of receipt for reimbursement.