



*It starts
with kids*

Professional Learning Funding 2024

Frequently Asked Questions

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Visit [York.ca/elcctraining](https://york.ca/elcctraining) for additional details.

More questions? Email workforcestrategy@york.ca

Program Details and Deadlines

1. What is Professional Learning Funding?

Professional Learning Funding is a one-time provincial investment. This funding supports professional development opportunities that help build the capacity of the early years and child care sector to support the provision of high-quality programs that align with [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#).

2. Is this funding only available for 2024?

Yes, this is one-time funding, provided by the Province, that is only available for 2024.

This funding is being coordinated through York Region to reimburse the wages and mandatory benefits of Early Learning and Child Care professionals who work in York Region and attend professional learning sessions from January 1, 2024 through to October 30, 2024.

The funding provides up to a maximum of eight accumulated hours of reimbursement for wages and mandatory benefits. **Requests for reimbursement must be submitted no later than October 31, 2024.**

Only eight hours per eligible staff member will be approved, regardless of the total training hours attended. Please see [Request for Reimbursement](#) section for details about recording and submitting requests for reimbursement.

3. Is there a maximum amount allowed per staff member?

Yes, staff are eligible to receive a **maximum of eight hours** per staff member of reimbursement for wages plus mandatory benefits, regardless of the actual length of the training. *Hours in excess of the maximum eight hours will not be approved.* Please see [Request for Reimbursement](#) section for details about recording and submitting requests for reimbursement.

Eligible Participants

4. Who qualifies for reimbursement through the reimbursement request form?

Staff who work in child care centres located in York Region are eligible for reimbursement using the reimbursement request form if their job title falls under one of the following categories:

- Program staff and supervisors (Registered Early Childhood Educator (RECE), Non-RECE and director-approved) in licensed child care centres

- Home visitors and home child care providers
- Non-program staff (cooks, management, administrative staff)

5. Why are EarlyON staff excluded from the list of eligible participants?

Program staff and supervisors in EarlyON Child and Family Programs are not excluded from Professional Learning Funding; the way in which they request and receive this support is different than Child Care and Home Child Care. EarlyON staff will have access to training through their agency and should not complete a reimbursement request form. (Please contact your agency for details).

6. Is this funding available to kitchen staff? For example, First Aid and CPR course or Food Handler Training, WHMIS?

Yes, non-ECE program staff are eligible for reimbursement of their hourly wage plus mandatory benefits for their time spent in training for up to eight hours per staff member.

7. Is this funding available to administrative staff? For example, for office or accounting staff who require skills upgrading?

Yes, non-ECE program staff are eligible for reimbursement of their hourly wage plus mandatory benefits for their time spent in training for up to 8 hours per staff member.

8. Do centres located outside of York Region qualify?

No. Only child care centres and home child care agencies located in York Region are eligible to apply. If your centre is in another municipality, contact your local municipality or region's Children's Services Department to inquire about funding availability.

9. Do I need to be part of the Canada-Wide Early Learning Child Care (CWELCC) system to access this funding?

No. All programs whether a part of CWELCC or not are eligible to apply.

10. We do not have a Child Care Services Agreement with York Region; are we eligible for this funding?

Yes, all child care centres and home child care agencies located in York Region are eligible to apply using the [Reimbursement Request Form](#).

Eligible Expenses

11. What qualifies for reimbursement?

Reimbursement is for hourly wages, plus mandatory benefits, for child care staff who work in York Region and attend professional learning sessions/trainings; as well as the wages and mandatory benefits for relief staff needed to backfill them. Training must take place during the staff's normal work hours to be eligible for relief staff reimbursement and reimbursement is up to a **maximum** of eight hours of accumulated training per person, regardless of total training hours. Please see [Request for Reimbursement](#) section for details about recording and submitting requests for reimbursement.

Wage reimbursement will be issued for the following professional learning opportunities:

- Live and pre-recorded online workshops and webinars offered for free by York Region
- Certificate programs offered for free by York Region
- Live and pre-recorded online workshops and webinars paid for by the operator or staff
- Certificate programs paid for by the operator or staff
- Mentorship sessions
- Apprenticeship classes (for apprentices employed in York Region child care centres)

Please note, registration and/or enrollment costs are not eligible for reimbursement.

12. Which benefits are considered “mandatory benefits”?

Compensation for mandatory benefits include employer contributions to the Canada Pension Plan (CPP), Employment Insurance (EI), Workplace Safety and Insurance Board (WSIB), Employer Health Tax (EHT), vacation pay and public holiday pay. Reimbursement for mandatory benefits should only be requested for the individual staff who are receiving reimbursement for training and for any staff that backfilled them during the training period.

Mandatory benefits breakdown:

- CPP – 4.95%
- EI – 2.63%
- WSIB – 1.10%
- EHT – 1.23%
- Vacation pay – 4%
- Public Holiday Pay – 3.59%

13. If staff take a professional learning course or workshop after regular business hours (evening or weekend), can they still be compensated for the time they spent

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on the course?

Yes, they would be eligible for reimbursement at their regular hourly wage plus mandatory benefits. No overtime rates will be paid for attending training during off hours, nor will backfill staff wages be provided for training that occurs outside of a centre's business hours.

14. Will reimbursement cover the registration cost for the training as well as the hours paid to the staff for attending?

No. Registration and/or enrollment costs are not eligible for reimbursement under this funding.

15. I want to host a professional learning webinar for staff; will I be reimbursed for the cost of the speaker?

No. The funding does not cover reimbursement for a facilitator or course costs. If staff attend a session/training offered by the employer, they are eligible for reimbursement of their hourly wages plus mandatory benefits up to a maximum of eight hours.

16. Can I be reimbursed for the cost of bringing in supply staff to accommodate a staff member attending a workshop or course during working hours?

Yes, reimbursement for the hourly wages and mandatory benefits paid to staff backfilling another staff member during their training is available, up to a maximum of eight accumulated hours, regardless of the total training hours.

17. Our child care centre hosted a full day of professional learning; are we eligible for staff wage reimbursement?

Yes. Reimbursement is available if the training provided was certificate training or professional training using either a contracted provider or internally trained staff. Up to eight hours of training time is eligible for reimbursement, both for staff taking the training as well as those who provided backfill support, if required.

18. Is it a requirement that sessions or trainings be delivered by a third-party when offered by the operator?

Not necessarily. If an operator schedules a facilitator or trainer to provide a learning opportunity to staff, the operator should ensure the facilitator or trainer is **qualified in the related field**. An equivalent level of experience may substitute for qualifications in some cases.

Training costs paid by staff or operators **are not eligible** for reimbursement under the Professional Learning funding. Reimbursement only covers hourly wages plus mandatory benefits for up to 8 hours per staff member.

19. Can internal staff provide training to other internal staff?

Yes. Internal staff members who are qualified may provide a workshop as a facilitator or trainer, however, they are not eligible for wage reimbursement. Only staff attending the training are eligible for reimbursement.

Request for Reimbursement

20. How do I collect reimbursement?

Only one request per child care site will be accepted. Please compile the information for all staff members who completed eight hours of training and [submit a single reimbursement](#) request **by the October 31, 2024 submission deadline.** Reminder: A **maximum** eight hours of accumulated training is eligible for reimbursement per staff member, regardless of the actual length of training.

If staff have taken more than one training to obtain their eight hours of allowable reimbursement, each course must be listed individually on the same reimbursement form. For example, if staff attend three, three-hour learning sessions for a cumulative nine hours of training, each of the three learning sessions should be added to the reimbursement request, but only eight of the nine hours will be reimbursed per staff member.

If multiple staff attended the same training, the training should be submitted using one reimbursement form, per centre with all participating staff listed.

Operators are asked to verify completion of all training before requesting reimbursement. Please retain a copy of the verification in case of audit.

To submit the request, operators should complete the [Reimbursement Request Form](#) on york.ca/ELCCtraining. Staff seeking reimbursement should **not** complete the form on their own; staff must have the form completed by their employer. Please consult the [Reimbursement User Guide](#) for additional support while completing the form.

21. Do we need to obtain approval before submitting a Reimbursement Request form?

No. Approval is not required to submit a Reimbursement Request form. All child care centres and home child care agencies in York Region are eligible to apply. Please ensure the professional learning session/training has been completed by staff prior to submitting the request for wage reimbursement. **Only one request per child care site will be accepted and should be submitted by October 31, 2024.**

Note: Program staff and supervisors in EarlyON Child and Family Programs will have access to training through their agency and should not complete a reimbursement request form. (Please contact your agency for details).

22. How many or how often should I submit requests for reimbursement?

Only one request per child care site will be accepted. Please compile all training information from all staff members and submit one single request once all staff have completed their eight hours of training by the **October 31, 2024** deadline.

23. Do we have to do a reconciliation at the end of the year for monies received?

No, operators do not have to reconcile at the end of the year. Proof of reimbursement relating to this funding should be retained for audit purposes.

24. To request wage reimbursement, do staff need to submit a certificate of attendance or completed registration?

Operators are asked to verify completion of training before requesting reimbursement. Please retain a copy of the verification (registration or certificate) in case of audit.

25. Will accounting or administration costs be reimbursed?

No, there is no provision in the funding guidelines for accounting or administrative costs.

26. How long does it take to receive reimbursement?

Once an application has been approved, payment can take up to eight weeks.

27. Does the hourly wage include Wage Enhancement and General Operating Grant?

Yes, it includes Wage Enhancement. No, it does not include General Operating Grant.

28. I'm a RECE; can I be reimbursed directly?

No. Reimbursement will only be made to child care centres. Please speak with your manager/supervisor and ask them to submit a [Reimbursement Request Form](#) on your behalf. Your employer is responsible for providing the reimbursement to you once it is provided to them by York Region. Please note, reimbursements will be provided at the end of 2024, regardless of when the request is submitted.

29. I've changed employers, how do I collect reimbursement?

Reimbursements are only paid to licensed child care operators in York Region; they are not paid directly to staff.

If you have exited your employment in York Region, you are no longer eligible to submit new requests for reimbursement. If your employer submitted reimbursement applications to York Region on your behalf prior to the end of your employment, your employer is responsible for completing payment once they are compensated by the Region.

30. How do I issue the reimbursement payment to my staff?

Funding received by your child care centre to reimburse staff wages should be paid to staff on your payroll cycle as with any other wages minus appropriate deductions. Ensure you include the employer contribution to mandatory benefits when calculating your staffs' hourly wage for your reimbursement application.

If the training occurred during work hours and the employer continued to pay regular wages during the training period, the reimbursement will be retained by the employer.

31. We are a home child care agency and would like to submit wage reimbursement for our home child care providers who are independent contractors, and the hourly wage rate does not apply to them. What hourly rate should a Home Child Care Agency use to request wage reimbursement for a provider who might partake in professional learning opportunities?

If your home child care agency has an approved hourly training wage for your providers, please use that agreed upon hourly rate. If there is no hourly training rate, then use \$23.86 per hour and do not add mandatory benefits as they are not applicable.

Eligibility of Specific Training

32. Is First Aid and CPR training eligible for hourly wage reimbursement?

Yes. You are eligible for reimbursement of your hourly wages plus benefits for up to eight hours of the time spent in training. Course registration costs are not reimbursable.

33. Is the Food Handler Certification Program eligible for hourly wage reimbursement?

Yes. You are eligible for reimbursement of your hourly wages plus benefits for up to eight hours of the time spent in training. Course registration costs are not reimbursable.

34. Is the WHMIS online course eligible for hourly wage reimbursement?

Yes. You are eligible for reimbursement of your hourly wages plus benefits for up to eight hours of the time spent in training. Course registration costs are not reimbursable.

35. Are free sessions or trainings offered by York Region eligible for wage reimbursement?

Yes. Staff attending a free session or training offered by York Region are eligible for reimbursement of their hourly wages and mandatory benefits, up to a maximum of eight hours, regardless of the length of the training session.

36. Is the Positive Early Childhood Education (PECE) training eligible for hourly wage reimbursement?

PECE training hours will only be reimbursed once proof of completion is available. The eight-hour maximum reimbursement limit still applies.

37. Is there somewhere where we can find training offered by York Region?

Yes. Please visit [York Region's Early Learning and Child Care Professional Development Registration System](#) to view a [calendar of events](#) and register for available sessions. Professional development and training opportunities are only open to Early Learning and Child Care (ELCC) professionals working in York Region.

In addition, Inclusion Support Services has developed six training videos, narrated by Inclusion Support Services Early Interventionists, that you can use to build inclusive environments and support children with special needs and their caregivers. These educational videos were developed to provide immediate and ongoing access to training information and supports that can be used in the early learning classroom. [Access the videos here](#) using the access code: Inclusion

You may also sign up to receive information on professional development and training opportunities by adding your name to the [York Region Children's Services Early Learning and Child Care Professional Development mailing list](#).

For assistance accessing training, please email elccpd@york.ca