



Life Science Association of Manitoba

Training Rebate Program

The Life Science Association of Manitoba is committed to bringing its members quality and valuable training. However, it is recognized that from time to time it may be necessary for a member to take part in customized training designed specifically for your company. LSAM supports its members in these endeavors.

Members of the Life Science Association of Manitoba are welcome to apply for rebates on specific training programs they take to sustain and grow their companies.

Through this program, members can receive reimbursements of *up to 50%* on Industry Specific training, and *up to 25%* on General Training including conferences.

If required, consideration may be given to travel and accommodation expenses only *up to 20%*. *(Does not include first class, business class, upgraded accommodations or incidentals)*

Industry Specific: Regulatory, industry growth, advancement in sector, new technologies specific to business plan and development

General Training: Any training not specific to the companies' profile or business plan, such as management or leadership training. Most skills will be transferrable across any sector

Other: Conferences whereby the attendee is a participant and not a presenter or taking part in the trade show

LSAM will fund direct training fees such as, course or conference registrations, consultant fees, tuition, course material, and program fees. Every application is reviewed on an individual basis.

LSAM will also provide a reimbursement of up to a maximum of \$1500 for courses taken through an accredited University or College, which aim to upgrade the skills of current employees who wish to further their potential with their current employer. LSAM will provide this rebate one time, per employee up to the maximum. This amount does not renew with a new school term and once utilized, will not be made available until next fiscal year.

If you are considering training, we invite you to apply for the rebate by submitting a pre-approval application. The pre-approval application allows LSAM to confirm with you, in advance, the amount of funding you can expect. Applications should be submitted at least 30 days before the proposed training.

Please recognize that not all funding requests will be approved and are reviewed based on meeting the criteria and budgetary limitations.

The Pre-Approval Application requires a description of:

1. Company Name & Employee Contact info

2. Employee Supervisor/Manager Contact info
3. Employee Wage Contribution
4. Training Event Details and Description of Training Objectives
5. Training Event Expenses
6. Pre-Training Evaluation

Completed LSAM Pre-Approval Applications will be reviewed and concluded by LSAM within 15 days of submission.

Participant Obligations

1. Submission of completed application.
2. Completion of Pre-Training and Post Training Evaluations (Participant and Management, where applicable)
3. Provide LSAM with copies of registration and receipts
4. If a conference was attended, the member commits to contributing a brief article to LSAM's newsletter/website to show the value or knowledge gained
5. If a University or College program is being completed, LSAM will expect that the employee meets the minimum passing grade as expected by the employer. LSAM will require confirmation of this following the completion of the course.

***If training has already been completed, Members can still apply for a rebate. Although every attempt is made to provide the maximum rebate whenever possible, final rebate amounts are based on available funds. Please note that this rebate request **must be submitted within 60 days** of the training occurring.

***LSAM will only consider University or College course taken in the current semester/quarter.

***There is a cap of up to \$10,000 per organization, depending on budgetary limitations. This amount can be used towards one training program or several, up to the maximum.

For more information on the LSAM Training Rebate program, or to discuss your particular training needs, please contact:

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