

CNME HSE Mid-West (LCNT) Education Funding Process 2025 flyer

Applications will be considered for funding within available financial resources

Process for applying to attend CNME Mid West Funded Learning Event / Conference:

- Applicant must complete the CNME Mid West Funding Learning Event / Conference Application Form
 - Applicant must get written approval from their DON/ M/ delegated officer
 - Completed Application Form and supporting correspondence (outlining learning event content and information on learning event fee as produced by the learning event provider) to be emailed to cnmemidwest@hse.ie
 - Application must be submitted to the CNME Mid West **prior** to the event. **Retrospective applications will not be processed**
 - CNME Mid West will inform applicant via email on the funding decision
 - Applicants must pay course/learning event provider attendance fee.
 - Following attendance at the learning event, the applicant may seek reimbursement of approved funding from CNME Mid West. For reimbursement purposes, applicant **must** furnish CNME Mid West with a receipt of their completed 'Other staff cost claim' form, evidence of payment and evidence of attendance at the Learning Event/Conference within **8 weeks** of completion/attendance of the relevant learning event.
 - On submission of receipts of payment and evidence of successful completion to CNME Mid West and with evidence of funding approved by CNME Director or delegated person, the applicant will seek reimbursement of attendance fee via NiSRP. The CNME will then approve "journal adjustment" via Finance Department.
- ** All Learning Event / Conference funding is subject to budget availability ****

Process for applying for all Formal Academic Studies (as per HSE Circular 20/2014)

- All sections of the Formal Academic Studies eForm must be completed. See link to access eForm and user guide <https://healthservice.hse.ie/about-us/onmsd/cpd-for-nurses-and-midwives/cnme-limerick.html>
- All programmes must be relevant to the applicant's role and meet organisational service need in line with HSE HR Circular 020/2014
- If undertaking a 2 year programme or longer, the applicant **must** complete the eForm **for each year for funding, prior** to commencing the 2nd or subsequent years of the programme
- Completed eForms must be submitted by the Director of Nursing/Midwifery/Head of Service or delegated person only.
- Funding is provided to the level applicable to an EU/EEA citizen, in line with HSE HR Circular 020/2014
- Applicants who are approved funding are required to respond to the automated email sent by CNME Mid West to indicate their intention to accept / reject funding in a timely manner.
- Sponsored applicant must send their approval letter to their relevant Higher Education Institute who in turn will invoice CNME Mid West for the amount being sponsored by CNME Mid West.
- Applicants must not have already received funding for a specialist course within the last 36 months (i.e. from the month of commencement of the previously funded programme) unless specifically required by service need in line with HSE HR Circular 020/2014.

Levels of Funding (Please note CNME Mid West does not fund retrospective applications)

All Modules & Certificate Programmes

- 100% of fee paid directly to Higher Education Institute
- If the applicant progresses to a Post Graduate Diploma/Higher Diploma through the CPD (modular) route, the cumulative funding of 100% will be applied for a designated time period of three consecutive years
- If the applicant progresses to a Master's Degree through this CPD route, the cumulative funding cannot exceed 75% for a designated time period of five consecutive years, unless the applicant is an approved ANP/AMP.

Post Graduate Diploma/Higher Diploma in specialist area of Clinical Nursing/Midwifery Practice

- 100% of fee paid directly to Higher Education Institute
- Should applicant progress to a Master's degree through the CPD route, cumulative funding will not exceed 75% for a designated time period of 5 consecutive years.

Master's Programmes Funding

- **Following a funded Post Graduate Diploma/Higher Diploma in specialist area of Clinical Nursing/Midwifery Practice:**
- Balance of cumulative funding up to a total of 75% paid directly to Higher Education Institute
- **Master's Degree where no prior funding has been received**
- Year 1 - 75% of fee paid directly to Higher Education Institute
- Year 2 - 75% of fee paid directly to Higher Education Institute
- **Master's Degree related to AN/MP role development approved by HSE funded healthcare organisation**
- Year 1 100% of fee paid directly to Higher Education Institute
- Year 2 100% of fee paid directly to Higher Education Institute

Closing date for receipt of completed Formal Academic Forms to the CNME Mid West are:

Autumn 2025 intake – Closing date **by 17.00hrs 30th May 2025**

Spring 2026 intake - Closing date **by 17.00hrs 28th November 2025**