

Ministry of Health and Long-Term Care

The Nursing Secretariat
12th Floor
56 Wellesley Street West
Toronto ON M5S 2S3
Tel.: 416 327-9689
Fax: 416 327-1878
E-mail:
nursingsecretariat.moh@ontario.ca
www.healthforceontario.ca

Ministère de la Santé et des Soins de longue durée

Sécretariat des Soins infirmiers
12^e étage
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Toronto ON M5S 2S3
Tél. : 416 327-9689
Télééc. : 416 327-1878
Courriel:
nursingsecretariat.moh@ontario.ca
www.professionssanteontario.ca



Fall 2009 Nursing Graduate Guarantee Reporting

Dear Nursing Graduate Guarantee (NGG) Employers:

This is a notification that the **Nursing Graduate (NG) Reporting** period will be open from November 17, 2009 to December 1, 2009. The NG Reporting Tool is on the Nursing Graduate Guarantee Management Module (NGGMM), accessible through the HFOJobs website at <http://www.hfojobs.ca>.

This report will be a **Final Report** for your 2008/09 Nursing Graduates, as well as an **Interim Report** for your 2009/10 Nursing Graduates. The fiscal year dates are as follows:

- 2008/09: April 1, 2008 – March 31, 2009
- 2009/10: April 1, 2009 – March 31, 2010

Reporting data on the NG Reporting tool is a mandatory requirement for all NGG employers. Please submit and have all required signatories e-sign your reporting data on the NG Reporting Tool by Tuesday, December 1, 2009 at 5 PM EST. Individual extensions will not be granted.



Also, please print and have either the Organization/Employer (OE) or Senior Nursing Leader (SNL) signatory sign a hard copy of the NG report by the deadline. You must fax, e-mail (scanned copy), or mail this hard copy to us by December 1, 2009 (See contact information above). Printing instructions are detailed in the attached Reporting Guide.

Please find attached a **Fall 2009 Nursing Graduate Guarantee Reporting Frequently Asked Questions (FAQs)** document to assist you in the NG reporting process. We would ask that you review this document carefully, as accurate NG reporting is essential to receiving the final balance of payment.

We thank you for your continued support of this important initiative.

*The Nursing Secretariat
Ministry of Health and Long-Term Care*