

Ministry of Health and Long-Term Care

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Fall 2011 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 16 to December 2, 2011**.

This report will be a **Final Report** for your 2010/11 (April 1, 2010 – March 31, 2011) nursing graduates and an **Interim Report** for your 2011/12 (April 1, 2011 – March 31, 2012) nursing graduates. **Reporting data on the NG Reporting tool is a mandatory requirement for all NGG employers.**

The NG Reporting Tool is located on the Nursing Graduate Guarantee Management Module (NGGMM), accessible through your organization account on the HFOJobs website at <http://www.hfojobs.ca>.

Before you complete your Report, please ensure all NGG contact information for your designated users and signatories, including union signatories, is up-to-date on the NGGMM.

Please submit and have all required signatories e-sign your reporting data on the NG Reporting Tool by **Friday, December 2, 2011 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 the Nursing Secretariat by December 2, 2011 (See contact information above).

We would ask that you review the **Fall 2011 Nursing Graduate Guarantee Reporting Frequently Asked Questions (FAQs)** 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*