



## NCCEAPA Professional Improvement Scholarship Application

Open to members of the North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA), for the purpose of professional development to enhance job and related skills (continuing education through college, certification, workshops, or seminars, etc.)

Name: \_\_\_\_\_ County \_\_\_\_\_

Association District/Campus Chapter \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Telephones: Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Title of course/class/seminar: \_\_\_\_\_

Brief description of the course: \_\_\_\_\_

How will this course/seminar enhance your current work performance and/or contribute to your overall career objective(s)? \_\_\_\_\_

Have you received professional development scholarships through NCCEAPA before? \_\_\_\_\_

If so, when? \_\_\_\_\_

Will you receive additional financial support for this professional development opportunity? \_\_\_\_\_

If so, what amount? \$ \_\_\_\_\_

Amount of this application request: \$ \_\_\_\_\_

Are you in a degree or certification program? \_\_\_\_\_

If so, what program? \_\_\_\_\_

If not, do you plan to begin a degree or certification program? \_\_\_\_\_

If so, what program? \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***Attach any supporting information regarding the program or workshop and two letters of recommendation to this application.***

***Application is due by August 1 of each year to the NCCEAPA State Professional Improvement Chair.***

## Professional Improvement Scholarship Application Guidelines for Selection

- The North Carolina Cooperative Extension Administrative Professionals Association Professional Improvement Scholarship shall be made available for application to any member of the NCCEAPA.
- Applications will be mailed to the NCCEAPA Professional Improvement State Chair. The State Professional Improvement Committee will review the applications and make the selection(s).
- Deadline for applying for a scholarship is August 1. The recipient(s) will be announced during the NCCEAPA State Meeting Banquet.
- An applicant may only receive one scholarship per year.
- A total not to exceed \$500.00 may be awarded each year.
- Amount per scholarship and number of scholarship(s) will be determined after the applications are reviewed and at the discretion of the Professional Improvement Committee.
- Two letters of recommendation should accompany the application. If any office time is required, one letter of recommendation should be from the applicant's county director or immediate supervisor assuring their support.
- Course of study or workshop/seminar must be job related.
- Information (i.e. brochures, programs, etc.) regarding course of study should accompany application.
- Check(s) will be made payable to the school or seminars/classes and mailed to the recipient for submission along with course application.
- Scholarship(s) monies shall be utilized by recipient(s) within one year.
- Any scholarship monies not utilized shall remain in the NCCEAPA checking account and be used at the discretion of the membership.
- Upon completion of the seminars/classes, a recipient shall provide to the NCCEAPA Treasurer and the Professional Improvement Chair, proof of successful completion of the seminars/classes. If the scholarship is not utilized properly, the recipient agrees to reimburse the Association.

