

TSGNA POLICY FOR EDUCATION;
CERTIFICATION AND RECERTIFICATION SCHOLARSHIPS

DEFINITION:

The TSGNA Education Committee will award certification or recertification scholarships twice a year, spring and fall. The number of scholarships to be awarded will be determined by the Board of Directors. Applications for scholarships may be obtained from the Education Committee Chairperson or members of the Education Committee and must be submitted by January 1st and July 1st.

PROCEDURE:

- 1) The Education Committee will consist of a chairperson and 1 committee member from each division..
- 2) All TSGNA members are eligible to apply. Members should either not currently be certified or are due for recertification by the end of the calendar year. No applications will be considered more than 1 year in advance of certification expiration.
- 3) Applications will be accepted for spring and fall certification/recertification.
- 4) Applications must be submitted to the corresponding division's education committee member who will score the application using the attached score sheet.
- 5) The committee members will e-mail, fax, or mail all the applicants' score sheets to the committee chairperson by January 1st and July 1st.
- 5) The Education Committee chairperson will compile all the applicants' scores into one document and submit the names to The Board of Directors for the awarding of scholarships.
- 6) Scholarships must be used within 1 year upon notification of award.
- 7) Scholarship winners will be notified by January 15th and July 15th. The Education Committee Chairperson will send each winner a scholarship certificate with date of issue and expiration and a copy of the expense form for reimbursement. The winners must submit the completed expense form, the scholarship certificate, and a copy of their cancelled check to the TSGNA treasurer for their scholarship award..