

APIC ATLANTA Guidelines

POLICY: Educational Support

PURPOSE: Educational Support is awarded following request (or annual drawings), to an individual APIC member for educational advancement. An application for support must be approved by the Board. The Support is for course registration in the amount of up to \$500. A maximum of two awards (in addition to the drawings) will be granted annually based on available funds.

RECIPIENT CRITERIA:

1. Must be an active member of APIC.
2. Must be currently employed as an Infection Prevention Professional.
3. Must lack other readily available resources.
4. Must meet application deadline requirements.

APPLICATION CRITERIA:

1. Applications will be considered for the following educational offerings:
 - a. APIC educational offerings
 - b. GIPN educational offerings
 - b. SHEA educational offerings pertaining to Infection Prevention
 - c. CDC educational offerings pertaining to Infection Prevention
 - d. Other Infection Prevention educational offering which meets the criteria and is approved by the Board (i.e. LTC, Public Health, Public Safety, Home Health, etc.)
2. A completed application form should be submitted to the Board two (2) months prior to the event date.
3. The completed event registration form must be received with application
4. Membership will be validated by the Board.
5. The applicant will be notified in writing or by email by the Board within one (1) week of review.

REQUIREMENTS:

1. Applicant must agree to provide a short educational session to an Atlanta APIC meeting upon completion based on the knowledge gained from the offering.
2. Educational Support funds may be awarded in advance or reimbursed as determined by the Board.
3. Proof of registration/attendance to training must be submitted to receive reimbursement.
4. If funds are awarded in advance of the offering and recipient does not attend, refund of monies will be required within sixty (60) days.
5. If recipients of drawings cannot attend the offering awarded, the individual must notify the Board as soon as possible. The award is not transferable.
6. Educational Support funds may not be awarded to an individual member more often than every five years.

