

**CHICA CANADA**



**POLICY**  
**Education Scholarships and CIC Certification Support  
for Chapter President and Chapter Members**

**Policy:**

NWOPIC supports branch members in participating in Infection Control conferences and in obtaining CIC certification. Funding for either scholarship is limited to \$300 CDN. The Chapter holds annual conferences to provide education and to provide funds for this support.

In addition, the chapter provides financial support for the Chapter President to attend the annual CHICA-National Conference, as a key representative from the Chapter.

The available scholarship fund shall not exceed 80% of the actual cash balance as of March 1 of each year (minus any debts outstanding).

The fund is administered by a committee comprised of the President, Treasurer and one member responsible for education. If one of those persons is applying then they will not be involved in the decision to award the scholarship or CIC support.

Formal applications must be made to obtain funding from this fund (see form).

The first priority for funding is Chapter President attendance at Annual conference and then if additional sufficient funds available then scholarship fund will be made available to members-at-large.

**Chapter President:**

NWOPIC will provide a scholarship of up to \$1000.00 to the Chapter President to attend the annual CHICA conference.

To defray costs, it is expected that when possible Chapter President will share room.

Note: If the Chapter President is not able to attend the conference or the Chapter President Meeting at the conference, the President elect will attend in his\her place with the same funding. If neither is able to attend then the immediate past-president will attend with funding.

1. Chapter president will apply, firstly to their employer for funding all or part of conference registration, hotel, air\mileage and meals.
2. If the employer will not cover any or all of the conference expenses. The Chapter will cover the expenses (up to \$1000 or as required). The Chapter President must notify the Treasurer by March 1 with an itemized estimate of funds needed.
3. If funds are available (i.e. if funds requested are less than 80% of actual cash balance) the Treasurer will provide funds as per policy. If the funds requested are more than 80% of actual cash balance or if more than \$1000 is required a fax\email vote of members will be held to authorize expenses.
4. Chapter president will be required to submit actual receipts for expenses related to conference (meals to be reimbursed to \$40 per day). Air travel to be by most economical means. Chapter president should endeavour to share a room with another CHICA-member whenever possible.
5. If funds are given in advance, the Chapter president will ensure that any excess funds are returned to treasurer with travel receipts.

**Members-at-large Educational Scholarship or CIC exam support:**

All member applications for education scholarship or must be submitted no later than March 31 of the each year and no less than 6 weeks prior to the conference. Applications for CIC exam support must be accompanied with evidence of successful completion of the CIC exam in the past year.

If cost of education session is less than \$300, then the actual amount of the session must be awarded.

The first priority if funding to support attendance at the CHICA-National Conference, but funding will be considered for other infection control-related conferences.

**Criteria for Member-at-large Educational Scholarship or CIC exam support:**

1. The member must be a member of both CHICA-Canada and NWOPIC for at least 1 year prior to application.

2. The member must have attended (or been present at teleconference) for at least 3 of 5 chapter meetings in the past 12 month period.
3. The member must request funding from their employer prior to applying to chapter for scholarship or CIC exam support
4. A member can apply for one scholarship or CIC exam support per year. For non-CHICA conference, conference brochure must be supplied with application.
5. If there is more than one applicant and/or requests exceed 80% of available cash balance, then the following criteria also apply:
  - If member not applying for CHICA national conference or CIC exam they will be excluded, then:
  - If member received funding in previous year they will be excluded, then:
  - If still insufficient funds, member with shortest length of active Chapter membership will be excluded and then if still insufficient funds:
  - A random draw will be made from remaining applicants.
6. Members obtaining the \$300.00 scholarship need not submit receipts. Members will be required to report on the conference at the next chapter meeting.

*Reviewed March 2006*