

## JCAHPO EDUCATION AND RESEARCH FOUNDATION

### Guidelines for Continuing Education Scholarships for

### ***Allied Health Personnel in Ophthalmology***

#### A. CRITERIA FOR ELIGIBILITY

1. All applicants (clinical ophthalmic medical personnel) must complete an application to the JCAHPO Education and Research Foundation.
2. All applicants must submit ORIGINAL essays or videos about :
  - *Certification: A Stepping Stone to MY Future*
  - *Why I Would Choose Ophthalmic Medical Assisting as a Career Again*
  - *Why Eye MDs Need Certified Ophthalmic Medical Personnel*

Written essays must be 500 words or less, typewritten, and double-spaced.

3. All applications must be received in the Foundation office by August 1.
4. Applicants may not have received financial support, other than a Certification Scholarship and/or Disaster Relief/Hurricane Katrina Scholarship, from the JCAHPO Education and Research Foundation for a period of three (3) full years prior to submitting an application for a CE scholarship; the year of the scholarship does not count towards the three years, i.e., 2008 recipients are again eligible in 2012. *(PLEASE NOTE: All scholarships, i.e., ATPO and corporate, are distributed by and designated from the JCAHPO Education and Research Foundation.)*

#### B. SELECTION OF RECIPIENTS

1. Selection of recipients is accomplished by a Foundation Selection Committee. The Board of Directors of the JCAHPO Education & Research Foundation has absolute discretion concerning the approval of funding, and their decision is final.
2. The applicant's age, sex, religion, or race shall not be considered unless a benefactor has made a restricted gift.
3. Candidates may be selected based on a contributor who has restricted a gift to a particular geographical location or area of interest.
4. Favorable consideration will be given to candidates whose sponsoring ophthalmologist agrees to match JCAHPO funding to a maximum of \$500, dependent on costs of the program.
5. All applicants will be informed of status of application via e-mail at least two weeks prior to the program.
6. By signing the application, the applicant gives the Selection Committee permission to investigate and verify all information provided and agrees to provide such information as the committee may request in order to properly evaluate the application for funding.

#### C. CONDITIONS APPLICABLE TO SCHOLARSHIPS

1. Proceeds are restricted to the ***JCAHPO*** Annual Continuing Education (ACE) program.
2. The cooperation of recipients shall be expected in facilitating the publication of a news release and/or article in a newsletter.
3. Applications must be signed and must include all required information as requested on the application.

#### D. DISTRIBUTION OF SCHOLARSHIPS

- A check for the full amount of the scholarship will be presented to the recipient at JCAHPO's Harold Stein Lecture during the ACE Program.