



BERKS COUNTY CHAPTER #179  
P. O. Box 55  
Temple, PA 19560  
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## Scholarship Policy and Application

Version Sept. 24, 2019 – Approved October 15, 2019

### **PURPOSE:**

To provide financial support that defrays the cost of pursuing professional HR certification. This support is limited to costs for certification materials, i.e., the SHRM Learning System, exam applications and re-certification applications.

### **ELIGIBILITY:**

1. Active Chapter and SHRM membership for 12 continuous months.
  - a. “Active” is defined as a dues-paying member who has attended a minimum of 4 general monthly or Lunch and Learn meetings OR serves as Chair of a standing committee at some point in the preceding 12 continuous months.
2. Has formally requested and was denied, or is otherwise not eligible for other sources of support from their employer, SHRM or other scholarship sources.
3. Demonstrate professional achievement and financial need
4. Complete and submit the Chapter 179 application form by the established deadline
5. Be willing to attend all Chapter 179 study group sessions as scheduled to the extent feasible
6. Plan to sit for any certification exam at the next opportunity they are given

### **SCHOLARSHIP VALUE:**

Chapter 179’s certification scholarships are intended to cover, in a manner and extent to be determined by the Board via the budget process and in view of the Chapter’s current and anticipated financial conditions, the actual costs of: (1) certification materials, (2) registering for the certification exam within the regular registration deadline, (3) waived fees (if any) to attend Chapter 179’s Certification Preparation Networking study group, (4) examination or re-examination fees, and (5) recertification application expenses.

### **SCHOLARSHIP REVIEW PANEL:**

The Certification Scholarship committee will consist of two Officers, the Certification Committee Chair and 1 General status member who is SHRM certified and appointed by the Executive Committee. The Certification Scholarship Committee will consider all eligible applications and will recommend one or more award

recipients to the Chapter 179 Board for approval. Each awardee will be voted on separately. The actual amounts awarded do not necessarily have to be equal or identical.

**SCHOLARSHIP AVAILABILITY:**

Based on the annual approval and allocation of funds by the Chapter 179 Board, there is no fixed number or percentage of awards to be awarded.

**APPLICATION PACKET:**

To be considered complete, a scholarship application packet must include:

1. A completed and signed scholarship application, a current resume, and two professional statements of support, ideally from the applicant’s employer, and
2. Responses to the 3 Support Questions

Once submitted, no changes can be made to application.

**REVIEW CRITERIA:**

Chapter 179’s certification scholarships will be awarded based on the scholarship committee’s assessment of the candidate’s application and responses. If a candidate’s financial situation changes and they no longer require the funds, we respectfully request that **the application be withdrawn** from consideration to provide the opportunity for others.

**APPLICATION DEADLINES:**

Completed scholarship application packets must be received on or before:

- o December 31, 2019 (for the May 1, 2020 - July 15, 2020 testing window)

Completed application packets may be submitted via:

E-mail to [berkschapter179@gmail.com](mailto:berkschapter179@gmail.com)

Mail to Chapter 179 P.O. Box 55, Temple, PA 19560

Awardees will be notified no later than January 15, 2020

**PERSONAL INFORMATION:**

Name:	SHRM National Membership Number:
Current Job Title:	How Long in your current HR Role?
Preferred Phone Number:	E-mail:
Mailing Address:	
Certification Type: SHRM-CP SHRM-SCP	
Are receiving any financial support or reimbursement to help obtain your chosen HR Certification? YES NO Briefly Describe:	

Current employer:
How long in the HR profession?

**APPLICATION CONTENTS:**

Complete the following Support Questions with as much detail as possible (attach additional pages as necessary):

1. Explain why you have chosen to pursue a SHRM certification. (200 words or less)
2. Describe your previous work-experience as it relates to the Human Resource profession and where you would like to see yourself in 5 years. (500 words or less)
3. What do you believe to be your significant professional strengths or attributes? (200 words or less)

**ACKNOWLEDGEMENT:**

By my signature below, I certify that the information on this application is true and accurate to the best of my knowledge and that I am eligible to apply for this scholarship according to the eligibility criteria cited. I understand that if I am selected for a scholarship award, I may be asked to verify the information provided. If selected, I understand my name, title and photo may be used for promotional purposes. I understand given the nature and purposes of the scholarship program, individuals offered awards for which they are no longer eligible will relinquish the award and any claim to the award. I certify that all the above information is correct and authorize Chapter 179 to use this application and all information contained herein for the purposes of review and consideration for the Chapter 179 scholarship.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**FOR INTERNAL PROCESSING PURPOSES ONLY:**

Date Received	Review Date	Award Decision	Comments
		YES NO	