



## Confidential Employees Association Professional Development Scholarship Program

Beginning January 13, 2023, the Confidential Employees Association will accept applications for the Professional Development Reimbursement Scholarship, as part of the CEA Scholarship Program.

One applicant will be selected annually, chosen at random by the Selection Committee. The reimbursement award is intended to assist members with out-of-pocket expenses for professional HR development, such as relevant courses, certifications, and renewals, for which the employer does not pay.

The selected applicant will be awarded a scholarship in the amount of up to five hundred dollars (\$500.00) or the full cost of the course/training, whichever is less.

The Selection Committee will review applications for completeness and select a scholarship recipient at random, who will be announced by March 6, with the dispersal of the funds occurring in March of each year. Scholarship monies will be paid directly to the applicant after all terms have been satisfied.

### **Guidelines for the CEA Sponsored Scholarship Program**

Applicants must meet the following criteria for eligibility:

- Must be a member in good standing for the last twelve (12) months, or since placement in a CEA position if held less than twelve (12) months.
- Must have completed a course or training within the last twelve (12) months related to professional development (i.e., required to maintain your position or be otherwise directly related to your position).
- Must have been an Alaska resident for the last twelve (12) months, or since placement in a CEA position if held less than twelve (12) months.

Applicants must provide the following documentation for eligibility:

- Proof of registration in indicated course/training.
- Proof of completion.
- Either a scanned or digital copy of receipt, reflecting payment made in full for indicated course/training.

**All applications and supporting documents must be received no later than February 13 of each year.**

Applicants are directed to submit their completed application form and all requested documents via email to:

Email: [pdeasis@apea-aft.org](mailto:pdeasis@apea-aft.org)

Subject: CEA Scholarship Application – (Name)



**Confidential Employees Association  
Professional Development Scholarship Program**

**Applicant Information**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Personal Phone \_\_\_\_\_

**Course/Training Information**

Course Title \_\_\_\_\_

Provider (Entity & Instructor) \_\_\_\_\_

Brief Description \_\_\_\_\_

\_\_\_\_\_

How does this relate to your CEA position? \_\_\_\_\_

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Applicant Signature

Date