



Policy/Procedure

Subject: Policy #10: Educational Support Application for APIC MN Members, Criteria & Instructions

Effective Date: 2000

Reviewed By: Director at Large

Approved by: APIC MN Board of Directors

Approval Date: 10/2022

Next Revision: 10/2025

PURPOSE:

To provide financial support for Infection Prevention and Control educational offerings for APIC MN members.

POLICY:

1. The APIC MN Board of Directors (BOD) will determine the availability and dollar amount of APIC MN funds available to support educational activities to current APIC MN members each year during the annual budget process.
2. The maximum amount of support will be \$100.00 per member per calendar year and will be distributed on a "first come, first serve" basis.
3. If an APIC MN member has already received funding from APIC MN for any reason, the member does not qualify for this additional educational offering.
4. Support money must be used for educational offerings provided by any of the following
 - APIC National or local APIC chapters
 - State or Local Health Departments
 - Other sponsors (e.g. Quality) where the primary content of the program supports the APIC competency model.
5. Applicants must submit a brief summary highlighting an idea, concept, or experience to be published in an issue of *News & Views* within 30 days.
6. Recipient shall follow Policy #8 (Expense Vouchers) and submit receipt and expense voucher.
7. The APIC MN BOD shall maintain final authority for approval when there are questions regarding appropriateness of any particular program.

BOARD OVERSIGHT

The Treasurer and the Communications Director will be responsible for the promotion and oversight of educational support.

PROCEDURE

1. The applicant will complete the online "Educational Support Application"

- form and submit it to the APIC MN Director at Large.
2. Contact information for Director at Large and the Educational Support Application form are available on the APIC MN website.
 3. The Director at Large will review and approve or deny the application in collaboration with the Treasurer.
 4. Questions regarding applicant eligibility will be directed to the APIC MN BOD for discussion and final approval.
 5. The Director at Large will notify the applicant of the status of the application.

ATTACHMENTS & RELATED FORMS:

Educational Support Application Form