

**EDUCATION SUPPORT POLICY**

**Purpose:** APIC Sierra Chapter 044 may offer educational support as the budget allows

**Scope:** This support is open to all current members of APIC Sierra 044, and will be chosen by lottery drawing.

**Policy:**

1. The expectations and requirements to receive educational support are as follows:
  - a. Must be an APIC Sierra 044 member in good standing
  - b. Must complete and submit the application
  - c. Submit a plan for use of the funds, as required by the timeline, on how the funds will be utilized in order to further your knowledge on infection prevention.
  - d. If the plans are not submitted by the deadline, the rights to this educational support will be relinquished so that another member may be given an opportunity to utilize the support.
  - e. It is mandatory that the recipient report back to the membership about key learnings from their educational endeavor. Unless it is arranged otherwise, generally the presentation will be done before the end of the calendar year.
  - f. To receive reimbursement, receipts and a check request are to be submitted within 30 days after completion of the education and the key learnings presentation. A check request will be forwarded to the winners for completion.
2. The President will coordinate the timelines and criteria (experience level) for educational support once the budget is approved and will coordinate sending out the Educational Support Application to all Sierra APIC chapter members. All members will have equal opportunity for selection. Winner's names will be selection by lottery.

Policy Reviewed and Approved by APIC Sierra Board	Dates
<b>New (N), Reviewed and Revised (R/R), Reviewed only (R)</b>	3/16/18 (N), 12/5/19 (R/R), 03/15/2024 (R/R)