



VHRA Scholarship Program \$500 Certification Scholarship

Thank you for your interest in the 2010 VHRA Scholarship Program. Please read this application carefully and follow all instructions. **Applications must be postmarked by January 31st, 2010, to be considered for an award.**

Eligibility: Five \$500 certification scholarships will be awarded to HR professionals who are not able to obtain funding for pursuit of the PHR, GPHR, SPHR certification and exam from their employers. Applicants who are working in HR and are professional members of VHRA, in good standing at time of application, are eligible. Individuals applying for this award must be working toward one of the following certifications: Professional in Human Resources (PHR), Global Professional in Human Resources (GPHR), or Senior Professional in Human Resources (SPHR). Applicants must either be members of SHRM at time of application or become a member within 90 days of being awarded a scholarship. Individuals who have received previous VHRA certification scholarships are not eligible.

Scholarship funds may be used to purchase test preparation materials, attend a certification preparation seminar, and/or pay the exam fee. This scholarship is a one-time award. Previous applicants who were not awarded scholarships may re-apply.

Selection: Individual recipients will be selected on a first-come, first-served basis, utilizing the postmark date of the application. Should a tie occur, the applicant(s) who demonstrate(s) the most financial need will be recommended to the VHRA Board by the Scholarship Committee.

Individual applications will be evaluated according to the following criteria:

- 40% Essay describing HR involvement and future career plans
- 20% Volunteer activity in the Human Resources field
- 40% Financial need

Applications will not be returned and all decisions are final.

Timeline: Applications must have a postmark date of no later than January 31st, 2010. All applicants will be notified of their standing by March 15th, 2010. Scholarship checks will be distributed upon submission of receipts to the VHRA Treasurer with the appropriate request for reimbursement form. All reimbursement forms must be received by December 31st of the year in which the scholarship is awarded.

Note: *applications must include all required documentation or applicants will not be considered for an award.*

Required Documentation:

1. List of past SHRM/VHRA and/or related human resources volunteer activities if applicable.
2. Brief essay discussing in your own words why you are seeking PHR/SPHR/GPHR certification and how it will enhance your HR career. Also explain your financial need for this scholarship. Maximum two typed pages, double-spaced.

Application Checklist: This application becomes complete and valid only when you have returned all of the following materials to VHRA by the postmark deadline of January 31st, 2010:

- Signed application
- Required documentation

How to Apply: Return this signed application to VHRA with all supporting documentation by January 31st, 2010. Completed applications should be mailed to:

VHRA Scholarship Program
c/o Champlain College
PO Box 670
Burlington, VT 05402-0670

VHRA
\$500 Certification Scholarship Application

Applicant Name: _____

(Include any current certifications after your name: PHR, GPHR, SPHR)

Home Telephone: _____ Business Phone: _____

Fax #: _____ E-mail: _____

Company: _____ Title: _____

Home/Business Address (Street or PO Box): _____

City, State and Zip: _____

I am working toward: ___ PHR ___ GPHR ___ SPHR

___ I plan to take the exam on (date): _____

If selected, I will use the money to: _____

My organization will pay for ___ all ___ part ___ none of my certification expenses.

(Indicate dollar amount or percentage of expenses paid.)

I currently belong to SHRM and my member number is: _____

I am currently not a member of SHRM, but understand that should I be awarded a scholarship that I will become a member of SHRM within 90 days of notification of award.

Signature: In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. I agree to provide proof of information provided with this application, if requested. Falsification of information may result in termination of any scholarship awarded including an obligation to repay all funds disbursed. This application becomes the property of VHRA.

Applicant's signature: _____ Date: _____

The Vermont Human Resource Association does not discriminate against individuals on the basis of race, color, gender, sexual orientation, marital status, religion, disability, age, veteran status, ancestry, national origin or citizenship in the administration of its grant and scholarship programs.

Board members of VHRA and members of their immediate family are not eligible to apply for VHRA grants, awards or scholarships.