

NAMSS Policies and Procedures

POLICY NAME: EDUCATION SCHOLARSHIP AWARDS

Number: Awards 200.10
Effective Date: 11.19.08

POLICY STATEMENT:

NAMSS will provide financial assistance to its members through an educational scholarship program.

PURPOSE:

It shall be the duty of the Education Committee to award scholarships to provide financial assistance to an active member of NAMSS currently employed in the profession of medical staff, managed care or provider credentialing services, to be applied toward continuing education or leadership development programs. Examples include an accredited program of study, local state conference, NAMSS' Annual Conference, NAMSS Education Summit, Webinars, in person courses, online courses or other NAMSS CE opportunities as available on the NAMSS Website. Up to \$10,000 in scholarships will be awarded annually.

PROCEDURE:

1. Scholarships may be awarded for the following:
 - A. **Accredited Program of Study.** The Charlotte Cochrane Scholarship Award provides financial assistance, in an amount not to exceed \$1,500, to an active member of NAMSS currently employed in the profession of medical staff or provider credentialing services or holds the NAMSS CPCS or CPMSM and is currently seeking employment in same. Applicant must also be currently enrolled in a program of study. Recipients of the Charlotte Cochrane Award will be recognized at the Annual Conference during the Business Luncheon and as such receive complimentary registration and one-night hotel.
 - B. **NAMSS Continuing Education Scholarship:** Provides financial assistance, in an amount not to exceed \$1,500 annually for attendance at the NAMSS Annual Conference, Education Summit or online course or State or Chapter Annual Conference. This will be awarded wholly or in part, to eligible, active member(s) of NAMSS who are currently employed in the medical services profession or holds the NAMSS CPCS or CPMSM and is currently seeking employment in same. The scholarship will be used to cover the cost of registration fees for live or online courses

C. **Leadership Development Scholarship.** The Leadership Development Scholarship provides financial assistance to an active member of NAMSS who would like to develop their leadership skills. The scholarship may be used to cover the cost of the Leadership Certificate Program online modules, or registration fees for the in person workshop, The amount of the scholarship is not to exceed \$1,500 and may be awarded wholly or in part to eligible active members of NAMSS.

D. **NAMSS Aspire Higher Scholarship.** Aspire Higher. NAMSS Aspire Higher Scholarship, funded by The Greeley Company, honors Carol Cairns, CPMSM, CPCS, and provides financial assistance towards programs aimed at educational or professional growth. The amount of the scholarship is not to exceed \$2,500. Recipients of the Aspire Higher Scholarship will be recognized at the Annual Conference during the Business Luncheon and as such receive complimentary registration and one night hotel.

2. Scholarship awards are given annually as determined by the Education Committee.
3. Only one scholarship can be awarded to an individual in a given year.
4. Applicants must submit a completed application (appended to this policy). Applicants must complete the application full to be considered :

A. Charlotte Cochrane Scholarship (Accredited Program of Study)

- i. Proof of enrollment
- ii. A degree plan/schedule of classes/transcripts if applicable
- iii. Descriptive materials relating to the current accredited program
- iv. A personal statement of educational goals, objectives and a time-table
- v. A current CV/resume

B. NAMSS Continuing Education Scholarship

- i. Registration form highlighting registration fees
- ii. Conference program or descriptive materials relating to the program
- iii. A personal statement of educational goals, objectives and a time-table
- iv. A current CV/resume

C. Leadership Development Scholarship

- i. Registration form highlighting registration fees
- ii. A personal statement of educational goals, objectives and a time-table for completion
- iii. A current CV/resume to include years of industry experience.

D. NAMSS Aspire Higher Scholarship

- i. Proof of enrollment or fees associated with an educational program.
- ii. Descriptive materials relating to the current accredited program
- iii. A personal statement of educational goals, objectives and a time-table
- iv. A current CV/resume
- v. A professional letter of recommendation.

5. Candidate Criteria - All applicants will be measured by the following criteria:

- A. Commitment toward educational growth as a medical services professional or provider credentialing professional
- B. Commitment toward the enhancement of professionalism in the field of medical staff or provider credentialing services
- C. Enthusiasm for and support of the goals of NAMSS
- D. Future benefits to NAMSS resulting from educational assistance to the applicant
- E. Confirmation of dedication to higher aspirations and to the achievement of excellence consistent with the standards espoused by NAMSS and its Education Committee

6. **Candidate Eligibility:**

- A. Individuals serving as Board members/Committee members and/or instructors are not eligible to apply.
- B. Applicants must be current NAMSS members.
- C. Applicants must be currently employed in the profession of medical staff or provider credentialing services or hold the NAMSS CPCS or CPMSM and currently seeking employment in same.
- D. To be eligible for a Charlotte Cochrane Scholarship, applicant must also be enrolled in an accredited program of study.

7. **Submission of Application:**

- A. **Charlotte Cochrane Scholarship (Accredited Program of Study)** : Applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 1 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipient(s) by July 1 and will notify all applicants by August 1st. Announcement of the award will be made at the Annual conference and a notice will appear in *Synergy*.
- B. **NAMSS Continuing Education Scholarship:** Applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 1 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipient(s) by July 1 and will notify all applicants by August 1st.

- C. **NAMSS Leadership Scholarship:** Applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 1 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipient(s) by July 1 and will notify all applicants by August 1st.
- D. **NAMSS Aspire Higher:** Applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 1 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipient(s) by July 1 and will notify all applicants by August 1st. Announcement of the award will be made at the Annual conference and a notice will appear in Synergy.

Originating Workgroup or Committee	Education Committee 9/11
Bylaws Committee	
NAMSS Board	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or policy/procedure	Cochrane Scholarship application
Communication Methodology	

Amended Date	Education Committee Review Date	Board Approval Date
9/07	7/07; 9/07; 09/11	11/19/08; 11/15/2011
9/14/18		