



Occupational Therapy Association of Hawaii

CONTINUING EDUCATION GRANT

Information & Instruction for Applicants

Beginning in 1999 and each year thereafter, the Occupational Therapy Association of Hawaii ("Association") will sponsor a continuing education grant program exclusively for members of the Association. Whereby, the Grant Selection Panel, a sub-committee of the Education Committee, which may include volunteers from the Association, community, and past year recipients, will select two applicants per year. The applicants selected by the Grant Selection Panel will then be presented to the Board for approval. Each grant shall not exceed \$500. Preference will be given to the following applicants:

1. Those applicants who have demonstrated active involvement in the Association.
2. Those applicants who attended or will attend an educational event off the island in which they reside.

Eligibility Rules:

1. Applicant must be a current member of the Association.
2. Applicant must be a current registered Occupational Therapist or Certified Occupational Therapy Assistant.
3. Applicant must mail all required information in one envelope by the deadline date to be eligible:
 - a) application form with answers to 4 questions
 - b) copy of current NBCOT certification
 - c) list of participation (active involvement in the Association)
 - d) copies of original receipts if already attended*
 - e) brochure and course information
4. Members of the Grant Selection Panel are not eligible to apply.
5. The educational event must be directly related to the delivery of Occupational Therapy services.
6. Persons awarded will be eligible to apply again after the following year. (For example, if you are awarded in 1999, you may apply again for the grant given in 2001).
7. Persons awarded must agree to serve on the Grant Selection Panel for the following year.
8. Grant may be used for tuition, airfare, hotel, car or any other expenses incurred directly related to the educational event.
9. Persons awarded must submit a written summary of course content/highlights to the Association newsletter within 3 months of receiving the award (or after attendance).
10. Persons awarded may be asked to provide an in-service/handouts to the Membership.
11. Failure to fulfill the above requirements may result in forfeiting the total monetary award issued.

* If award was given prior to the event, then copies of original receipts and certificate of attendance must be submitted within 3 months after the event. This envelope must be postmarked no later than the 3 months from attendance and mailed to:

OTAH Grant Selection Panel – Phase 2
c/o 1360 S. Beretania Street, #301
Honolulu, HI 96814



Applications:

Applications for grant given by March 31st* must be received by December 31st of the preceding year. Applications for grant given by September 30th must be received by June 30th of that year. The Grant Selection Panel will review all applications and make selections. Recipients will be selected based on a review of qualified applicants that include, but are not limited to the following: contributions to the occupational therapy profession, contributions to the Association, evidence of leadership ability, and appropriateness of the educational event.

*OR as soon as approved by the Board.

Instructions:

1. Compile course information, brochure, etc.
2. Complete Grant Application Form that includes answers to the 4 questions (attach additional pages if necessary)
3. Xerox a copy of your current NBCOT certification
4. List your involvement with the Association
5. Xerox copies of original receipts (if already attended)
6. Enclose completed items #1-5 in one envelope and postmarked no later than the deadline dates to:

**OTAH Grant Selection Panel
c/o 1360 S. Beretania Street, #301
Honolulu, HI 96814**

7. The Grant Selection Panel will notify applicants by mail regarding the Board's decision. Recipients will also be recognized at the annual OTAH State Conference.
8. Remember, if the course is after you have received the award, you must mail copies of your receipts and certificate of attendance within 3 months of the course.