Scholarship/Tuition Assistance Policy

Purpose:
The overall purpose of the assistance is to promote professional growth and education; To provide funding for at least four recipients per calendar year for further education/certification endeavors. Awards will be no more than $500 per recipient.

Qualifications:
1. Recipient must be a current member of the Ohio Association Medical Staff Services for at least one year.
2. Recipient must complete the Application Form for Scholarship/Tuition Assistance

Criteria:
1. Commitment toward educational and professional growth as a medical staff services professional.
2. Commitment to OAMSS and OAMSS objectives/activities.
3. The awards each year will be awarded to an OAMSS member whose employer and/or medical staff will not fund certification fees, provide tuition reimbursement or attendance at an educational event.
4. Tuition assistance can be applied toward an accredited study course(s) or online education course(s) consistent with the applicant’s industry-based responsibilities/position for a Medical Staff Professional.
5. Award not to be used towards CPMSM/CPCS Prep Course or the attendance of the National Association of Medical Staff Services (NAMSS) conference.

Process:
1. For direct payment or reimbursement:
   a. For Certification Exam fee, the applicant must provide validation of acceptance to sit for the examination and OAMSS will provide either reimbursement or direct payment to NAMSS
   b. For Tuition Assistance, the applicant must provide validation of acceptance into a field of study and provide evidence of satisfactory completion of the course. OAMSS will provide reimbursement to the applicant.
2. Indirect Payments
   a. For OAMSS Forums, the Scholarship Committee Chairperson will relay recipient to the OAMSS Board Treasurer for attendance at the specified forum.
Payment Coverage

1. In conjunction with reimbursement for OAMSS/NAMSS activity or tuition assistance, the recipient may also claim the following for the combined total of the full scholarship of $500:
   - Mileage; Meal if arriving the night before conference
   - One-half (1/2) of lodging if applicable

All applications must be received by February 1 or October 1 of each year. Fifty (50%) of scholarships will be awarded at each appointed deadline. Funds not utilized for the March deadline may be carried over within the same calendar year. The OAMSS Scholarship Committee will determine the recipient(s) and will notify all applicants by March 1 and October 15. Announcement of the award(s) will be made at the OAMSS Spring and Fall Forums and will appear on the [OAMSS Web Site](http://www.oamss.org).
# Application for Tuition Assistance/Scholarship

| NAME: | 
| HOME ADDRESS & PHONE: | 
| EMPLOYER, ADDRESS & PHONE: | 
| TITLE/POSITION | # OF YEARS AS MEMBER OF OAMSS |

**REIMBURSEMENT TYPE:**
(Please √ one and attach evidence of completion or acceptance for tuition assistance and certification reimbursement)

<table>
<thead>
<tr>
<th>CPMSM/CPCS Certification</th>
<th>Date of Exam:</th>
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<tbody>
<tr>
<td>OAMSS Conference</td>
<td>Date of Conference:</td>
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<tr>
<td>Tuition Assistance</td>
<td>Dates of Attendance:</td>
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<td>Course Title:</td>
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I hereby submit my application for consideration of scholarship/tuition assistance funds offered by the Ohio Association Medical Staff Services as well as a brief essay that will substantiate my request as outlined in the “criteria” section of the attached policy. I attest that the information submitted is true and accurate.

(All applications must be received by February 1 or July 1)

Signature: __________________________ Date: ____________________

Send completed forms to:
Chair of Scholarship Committee (will need to be specified on a yearly basis)