	Title: Instructor Skills Conference Scholarship Guidelines	
	Function: Events	
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	Effective Date: 03-03-2016	Supersedes:
Preparer: Eric Newby		Owner/Approver: Events Committee Co-Chairs


Purpose: This guideline provides criteria for administration of and eligibility for Instructor Skills Conference Educator Scholarships

Definitions: ISC – Instructor Skills Conference
Co-Chairs – Committee leaders from industry and education memberships

Guideline:

Scholarships are intended to make the conference financially accessible for educators.

- A full scholarship provides a waived registration fee and payment for three nights in the hotel selected by the ISC Committee.
- The hotel stay is for recipients who travel more than 50 miles one way for the conference. Recipients who reside less than 50 miles from the conference site may be eligible for a scholarship that provides a waived conference registration fee but no hotel funds (*partial scholarship*).
- The ISC committee will determine the number of full and partial scholarships to be awarded, based on the location (number of qualifying institutions within 50 miles) and the funds available.
- Scholarship funds will not cover travel expenses, meals or incidentals.


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The key steps in the scholarship process are as follows:

1. Project the number of scholarships by projecting the amount of sponsorship funding.
 2. Announce the scholarship availability and make the application form and instructions available. Notification will be through known PTEC Program Directors and the NAPTA website.
 3. Evaluate the applications and determine the recipients.
 4. Notify recipients and confirm their acceptance.
 5. Arrange for hotel room charges ONLY to be put on the NAPTA hotel bill.
 6. Add scholarship recipients to the conference participant list as non-paying attendees.
- Scholarship applicants must complete and submit a scholarship application, conforming to the timing specified for submission (see scholarship application form).
 - Recipients will be notified providing sufficient time to make travel arrangements.
 - A reasonable target for the completion of the process, including notification of recipients, is two months prior to the conference.
 - A reasonable amount of time for submitting the application and notification of recipients should be allowed.

Scholarships will be awarded to educators from institutions with a functioning PTEC program based on available funds, initially, two educators per school. Endorsed member institutions will be given preferential consideration. The target is fair and equal access for member educators. Recipients will be determined by a sub-group of the ISC Planning Committee that includes a member of the Executive Committee. Guidelines for the order of selection are listed below.

1. Full-time Ptec instructors from endorsed colleges
 2. Part-time Ptec instructors from endorsed colleges (not otherwise employed)
 3. Full-time Ptec instructors from non-endorsed colleges
 4. Part-Time Ptec instructors from non-endorsed colleges (not otherwise employed)
 5. High school teachers in dual-enrollment programs with endorsed colleges
 6. High school teachers in dual-enrollment programs with non-endorsed colleges
 7. Full-time non ptec instructors from endorsed colleges
 8. Part-time non-ptec instructors from non-endorsed colleges
- **NOTE:** All factors being equal, previous scholarship awards will be considered.
 - **NOTE:** In the event that there are more applicants that available scholarships, a waiting list will be maintained, in the event that a recipient cancels or is disqualified prior to the conference.

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- A conference scholarship may be passed on or awarded to an alternate person when special circumstances prevent the original scholarship recipient from attending the conference, and when there are no names on the scholarship waiting list.
- The ISC scholarship sub-group will make this decision based on the circumstances. The alternate recipient may or may not be from the same institution.

NOTE: this person must meet the guidelines for a scholarship and not be chosen before a person ranked higher on the order of selection listed above.

Responsibilities:

- NAPTA Events Committee Co-Chairs
- NAPTA Executive Director
- NAPTA Administrative Coordinator
- NAPTA Administrative Associate