

NYSPANA Administrative Guidelines - Educational Funding

New York State PeriAnesthesia Nurses Association



NYSPANA

Reviewed and Revised 10/21/2016

Mission Statement

The New York State Perianesthesia Nurses Association advances nursing practice through education, research and standards

Policy and Procedure - Educational Funding Plan

Primary Purpose:

To establish an educational funding plan to help cover expenses for educational conferences, certification, and recertification for NYSPANANA members

Policy Statements:

1. The goal of the Educational Funding Plan is to provide scholarships to NYSPANANA members at large and to be used for educational purposes related to perianesthesia nursing, CPAN/CAPA certification, and/or recertification
2. Prerequisites for application are:
 - Current active member in ASPAN/NYSPANANA; minimum of 13 months
 - Current practice, at least 500 hours annually, in the care of patients in some phase of perianesthesia care, or in the management, teaching, or research of perianesthesia care
3. Funds granted are based on the number of applicants, availability of funds and the degree to which the program is related to perianesthesia nursing. The NYSPANANA BOD determines the total amount of monies awarded annually. Any unspent funds will be carried forward to the next quarter.
4. Reimbursements will be given based on the following criteria:
 - Relevance to the individual's needs
 - Previous receipt of funds
 - Total amount requested in relation to funds available
 - Timeliness of application in relation to anticipated date of educational program
5. All applications must be complete and received for review at least four weeks prior to the educational program/certification/recertification. No applications will be considered after the established guidelines.
6. The President, Vice President, Secretary, and Treasurer based on the current financial status of the educational fund, will determine the amount of money granted to an individual during any given calendar year (maximum \$250.00). Applicants are restricted to the total maximum of \$250 per calendar year. Applicants may apply every other calendar year for funding.
7. The application form is available from the NYSPANANA website
8. The money awarded is non-transferable

Procedures:

9. Applications for funding are reviewed by the Executive Board to determine qualification and the amount to be awarded
10. Once approved, the money will be awarded to the recipient upon written verification of the following:

Certification/Recertification

- Successfully passing the CPAN/CAPA exam (copy of certificate)
- Successful completion of the recertification process
- Proof of payment receipt

Educational Funding

- Copy of contact hours received at completion of educational program
- Proof of attendance of the educational program
- Proof of payment receipt
- Submit a summary of the educational experience attended within four weeks after attendance
- Announcement of the educational recipient will be published in Up to Par newsletter/NYSPANA website

NYSPANNA Application for Educational Funding

Please Print Legibly

Name: _____

Address: _____

Employer: _____

Contact email: _____

Date Submitted: _____

Please Attach:

- Copy of current ASPAN Membership card
- Date of Educational Opportunity/Certification/Recertification
- Location of Educational Opportunity
- Title of Educational Opportunity
- Total amount requested: _____ (Maximum allowable is \$250)
- Proof of payment receipt

Have you received funds from the NYSPANNA Education Funding Plan in the past two years?

Yes No

Do you have access to other funds? Yes No

If yes, identify the source of the funding: _____

Amount of other funding: _____

I have read and understand the application criteria and the criteria for review

E/Applicant signature: _____

Date _____

NOTE: Please attach a copy of the conference flyer that contains a description of the educational offering

Send completed application to NYSPANNA President: