



## Training Scholarship Program & Application

One of the many benefits of APCO Membership is the opportunity to participate in the Scholarship Program. The WV APCO Scholarship Program provides funding of \$150 to \$1,500, to two (2) WV APCO Chapter Full-Members each year.

Scholarship funds may be used for any of the APCO Institute courses, Public Safety Telecommunicator National Conferences, State Conferences, 911 Goes to Washington, or any course and adjunct classes hosted by WV APCO. Books, tuition, registration costs, travel and lodging expenses can all be considered in the application.

**The deadline to apply for the WV APCO Scholarship is 90-Days Prior to the proposed event or course.**

If you're not an APCO member, there is plenty of time to join!

The Chapter Training Scholarship Program was established by the 2014 West Virginia APCO Conference Committee as a means for our Chapter to invest in our Public Safety Telecommunicators and the professional development of our 911 industry.

This effort affords 911 Professionals an eternal means of helping to develop and achieve our chapter mission and goals, as well as the overall success of 911. It ensures a method to facilitate the future for those who will follow in footsteps as leaders, mentors, and public safety communications professionals.

Scholarship funds are received through the Conference Committee and is administered by WV APCO. Funding comes from a portion of membership dues paid to APCO International and support from our Industry Partners & Sponsors. The scholarships are commonly disbursed for public safety topic-related training to 911 Telecommunicators in the form of two (2) scholarships ranging from \$150 to \$1,500; awarded at our annual State 911 Conference & Presidents Banquet.

## APPLICATION OF SCHOLARSHIP FUNDS

The goal of the West Virginia APCO Scholarship is to ensure professional development for our 911 industry and allow the proper training and advancement of tools, management and education in Public Safety Telecommunications.

Scholarship recipients must be current APCO Full-Member and maintain APCO membership throughout the scholarship period.

Scholarship funds may be used for any APCO Institute Course, Public Safety Telecommunicator National Conferences, State Conferences, 911 Goes to Washington, or any course and adjunct classes hosted by WV APCO.

**100%** of the awarded amount must be applied toward registration, books, travel or lodging expenses, and other reasonable and necessary means to facilitate the successful completion of approved classes and programs. This funding outline shall be submitted within the application utilizing the supplied Budget Form.

Applicants must bear responsibility for payment of all costs and will be reimbursed only upon satisfactory completion of the course or proposed event, etc. as outlined in the application. If an applicant is unable to fulfill this obligation it can be notated within the application and decided upon by the WV APCO Board for approval or denial of exceptions.

Scholarships are issued to 911 Telecommunicators and management staff for public safety related training; commonly disbursed in the form of two (2) scholarships ranging from \$150 to \$1,500 awarded at our annual State 911 Conference & Presidents Banquet. Upon special circumstances, scholarship awards may be issued at a Chapter Meeting or by other means necessary to ensure successful completion of the applicants' event.

WV APCO Board reserves the right to issue disbursement of scholarship funding and management of the appropriate number of scholarships issued as little as zero (0) and as many as deemed necessary by the WV APCO Board. This process is based upon the applications received and the vetting and scoring process pursuant to a case by case scenario; so long as any awardee does not exceed disbursement of \$1,500 on any given scholarship in any given calendar year.

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## COMPLETION OF FUNDED COURSES & RECEIPTS

Scholarship recipients must submit all receipts reflecting utilization of scholarship funding and completion certificate(s) to WV APCO within 30 days of course completion.

Applicants for scholarships must only apply for a single, one (1) event opportunity – no multi-year scholarships will be awarded. Funding cannot be utilized on multiple events. The applicant and their agency must ensure the funding is utilized appropriately and the event seeking scholarship funding for must be completed in full to comply with the conditions of the application.

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## APPLICATION TIMELINE

**The deadline to apply for the WV APCO Scholarship is 90-Days Prior to the proposed event or course.**

## SELECTION PROCESS

Applications will be reviewed and scored by the Conference Committee. The Conference Committee will then provide their recommendations to the Chapter Officers for review prior to award notification.

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## APPLICATIONS

- Applications must be completed in full and accompanied by a letter of scholarship recommendation from your agency **Director, Manager, Trainer or Supervisor on the agencies letterhead.**
  - Must be currently employed or retired by a West Virginia Public Safety Communications PSAP.
  - Must have accumulated at least one year of experience within their West Virginia Public Safety Communications PSAP.
  - Scholarship applicants must be current APCO Full-Members and maintain APCO membership throughout the scholarship period of no less than one (1) year after the scholarship award.
  - Demonstrate a commitment to high career standards with long term goals in public safety communications.
  - Demonstrate commitment to continuing education and self-improvement for the betterment of Public Safety.
  - Submit a completed application within the prescribed time frame (90-Days Prior to Event).
  - Submit a 1-page essay (containing at least 3-6 paragraphs) expressing their commitment to Public Safety, WV APCO Chapter, and their goal to achieve the scholarship.
  - Submit at least two (2) letters of support by the applicant's current or previous coworker, supervisor, subordinate, or field unit familiar with the applicant in a professional capacity.
  - The applicant must agree and complete at least one (1) year of volunteer commitment to WV APCO 1-year post completion of the awarded scholarship program.
  - Include a budget for the proposed event, utilizing the supplied budget sheet.
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## APPLICATION SUBMISSION

All applications, supplemental letters, documents, etc. and an event budget sheet must be submitted in writing or emailed to:

Awards Committee:

WV APCO  
451 1st Ave, Suite 101  
Hinton, WV 25951

OR EMAIL TO: [allen.holder@e911.org](mailto:allen.holder@e911.org)

# WV APCO Scholarship Application

Full Name:

Address:

Suite:

City:

State:

ZIP:

Phone:

E-mail Address:

Agency:

Title:

Years of Service:

APCO Full-Membership ID:

Scholarship Funding Applying for:

- State Conference   
  National Conference   
  Online Class   
  WV APCO Hosted Event  
 Online Class   
  911 Goes to Washington   
  Other: \_\_\_\_\_

Indicate the Amount Applying for (\$150 - \$1,500) \_\_\_\_\_

Have you ever applied for the WV APCO Scholarship before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Yes: When?
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Have you ever received scholarship funding from APCO International or WV APCO?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Yes: When & Amount?
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Have you attended the event your applying for in the past?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Yes: When?
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## Education

High School/GED:	Year:
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College:	Year:
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Other:	Year:
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Please list the Public Safety Telecommunicator Certifications you possess:


## References

1- Name:	Relationship:
Company:	Phone:
Address:	
2- Name:	Relationship:
Company:	Phone:
Address:	
3- Name:	Relationship:
Company:	Phone:
Address:	

## Current Employer

Company:	Phone:
Address:	Supervisor:
Responsibilities:	
Hire Date:	
Please Check One:    Full-Time   /   Part-Time   /   Other:	

## Sponsorship Questionnaire

Does your agency support your goal of obtaining this scholarship?    YES    NO

Does your agency agree to help financially support the remaining balances that the scholarship fund may not cover?    YES    NO

Does your agency agree to provide you the time off that is needed to complete the training and event standards for the scholarship you're applying for?    YES    NO

Do you agree to volunteer for WV APCO in the following year if awarded?    YES    NO

## Scholarship Event Details

Title:
Location:
Date(s):

## Military Service

Branch	Dates of Service: From: _____ To: _____
Rank at Discharge:	Type of Discharge:
If other than honorable, explain:	



# Budget Sheet

ITEM	COST		
	Item Total	Scholarship Funded	Agency Funded
<b>Ex: Lodging</b>	<b>\$100.00</b>	<b>\$75</b>	<b>\$25</b>
Registration Fees			
Book Fees			
Certificate Fees			
Travel – Airfare			
Travel – Uber/Lyft/Taxi			
Travel – Vehicle Rental			
Travel – Other Transportation			
Hotel / Lodging			
Mileage			
Meals			
Dues			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
<b>TOTAL:</b>			

# Acknowledgement

I certify that my answers are true, accurate and complete to the best of my knowledge. If this application leads to award of the applied scholarship funds, I understand that false or misleading information in my application or interview may result in denial or revocation of application and scholarship. I hereby approve, certify, and release all information necessary for the application process to obtain the WV APCO Scholarship. I fully understand I am subject to criminal background checks, reference checks, employer validation, and any other means necessary to successfully validate candidacy for WV APCO Scholarship Funds. I agree to adhere to all rules, regulations, policies, procedures, requirements and guidelines set-forth by WV APCO and the Scholarship regulations. I agree to submit receipts, class records, certificates, etc. within 30 days upon competition of the applied Scholarship Funds sponsored event, classes, etc. I understand the amount applied for may not be the actual awarded amount. I acknowledge that my agency must agree to support the above stated requirements regarding the success of the Scholarship, including but not limited to: Supplement the remaining fiscal requirements to successfully complete the described event; Authorize appropriate time-off from work to attend the event applying for; Supplement financial obligations to the success of the event; Permit and allocate time for the participation in a 1-year commitment as a volunteer for WV APCO as outlined above. I agree that at any time during the event applied for, if I leave my role as a Public Safety Telecommunicator or fired, resign, etc. I will forfeit any and all funds applied by the Scholarship. I also agree that if for some unforeseen circumstances I am unable to successfully complete any portion of this commitment, I will notify the WV APCO Board immediately for resolution. I agree this application is being submitted within 90-days from the actual event I am seeking Scholarship Funding for and understand if the time has passed this grace period it may result in denial of my application. WV APCO Board reserves the right to effectively manage and enforce all aspects to the success of the WV APCO Scholarship Program.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION FOR WV APCO STAFF USE ONLY**

Application Acceptance Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Approval/Denial Date: \_\_\_\_\_ Approved/Denied By: \_\_\_\_\_

Training/Event Competition: \_\_\_\_\_

Volunteer Commitment Expires: \_\_\_\_\_

All applications, supplemental letters, documents, etc. and an event budget sheet must be submitted in writing or emailed to:

Awards Committee:

WV APCO  
451 1st Ave, Suite 101  
Hinton, WV 25951

[OR EMAIL TO: allen.holder@e911.org](mailto:allen.holder@e911.org)