

WMACSA Founders' Continuing Education Program Procedures

Overview

The WMACSA Board annually budgets a specified amount in awards for those who wish to continue their education in a safety/risk management related certificate, degree, or other education program. The maximum award is \$400. Eligible candidates include those living or participating in a program within in the Baltimore/Washington Metropolitan area (100 mile radius from the center of Washington, D.C.) or participating in an eligible program within this region. The application process is listed below.

Applicants are encouraged to keep an open mind regarding the possibilities, while following the criteria. To honor founding WMACSA members, the Founders' Continuing Education Program is available to those who meet the criteria.

Continuing Education Application Eligibility

There is one application that will be used for all applicants. Candidates are only eligible for one award per WMACSA operating year (September - August). Once they have received an award, they are no longer eligible to apply until the following operating year. If a candidate's application is not selected in a given operating year, the candidate must reapply in the next fiscal year.

Radius Around Point Map



The essay is not a formal letter, only a summary of the person's goals and status with relation to safety. Awards will not be determined only by the summary; an application can be excluded from the selection process if a majority of the committee members agree that the summary is not satisfactory. For example, if it appears that the applicant put no effort into writing the summary.

Process for accepting and selecting applications

1. Application forms will be posted on the WMACSA website.
2. The applications will be sent to the WMACSA email or the WMACSA P.O. Box.
3. The applications will be reviewed within 6 weeks of submission on a rolling submissions method. The eligible applications will be chosen according to date received. The Continuing Education Committee with a WMACSA board liaison will review all submissions to verify that they meet all

criteria and then will select the recipients. Use of funds may subject audit or verification of educational application.

4. Any deviation from the above mentioned criteria will be deemed an extenuating circumstance to be voted on by the committee.

Criteria

1. Program must be a safety/risk management related program.
2. Applications must be received a minimum of 45 days prior to the program payment date.*
3. Applications must be completed in totality.

* Reimbursements will be considered on a case by case basis.

Notification and Presentation

The recipients will receive an award notification (letter, call, or email). A follow up phone call will be made by the current Vice President who will coordinate with the recipients if they are able to attend a WMACSA meeting for the presentation. A payment will be given to the recipients at the time of the presentation. (Up to \$400.00 will be presented in one payment.) All recipients will receive free admission to the next WMACSA meeting after notification.