



PROFESSIONAL DEVELOPMENT SCHOLARSHIP INFORMATION & INSTRUCTIONS

GENERAL INFORMATION

The scholarship fund was established by the American Public Works Association, Texas Chapter and was created to provide scholarships for professional development (continuing education and training for certification or licensure). It is the goal of the Chapter to award several \$1,000 higher education and \$1,000 professional development scholarships. Scholarship awards are contingent upon funding availability.

ELIGIBILITY

To apply for a scholarship from the Texas Chapter, you must be an Active Member. An active member of APWA is defined as a member with 12 or more months of membership prior to the date of scholarship application and attends a minimum of 4 activities per year.

ADMINISTRATION

Applications for the professional development scholarship may be submitted at any time to the APWA Texas Chapter. All applications will be reviewed on a case-by-case basis by the scholarship committee. The committee will make recommendations to the Texas Chapter Board of Directors who, in turn, will approve and award the scholarships at the next regularly scheduled Board of Directors Meeting. All recipients are to submit a proof of attendance or completion of training to the APWA Texas Chapter. The Texas Chapter reserves the right to request a refund from recipient if he or she fails to attend.

To request additional information or submit a completed application please email the scholarship committee at TPWA@outlook.com. Place "TPWA Scholarship" in the subject field.

If you are sending a hard copy, place in a sealed envelope and send to:

Texas Chapter of American Public Works Association
Attn: Scholarships
1278 F.M. 407 Suite 109-B36
Lewisville, TX 75077

SELECTION FOR PROFESSIONAL DEVELOPMENT SCHOLARSHIP

Professional development scholarships will be available for active members or their co-workers to attend a continuing education and training for certification or licensure course that is directly related to their current job, career advancement or areas of responsibility. The maximum amount of this scholarship is \$1,000. At least half of the scholarship amount shall go towards tuition / registration and the rest may be used to pay for travel / accommodations.

Forms are available on the internet at <http://www.tpwa.org/scholarship.htm>. Applicants will be selected on the basis of course of study, career goals, community service, and level of involvement with APWA.



PROFESSIONAL DEVELOPMENT SCHOLARSHIP APPLICATION

SECTION 1 : PERSONAL INFORMATION

Name of applicant: _____ Years lived in Texas: _____

Address: _____

City, state, zip code: _____

Phone number: _____ E-mail: _____

SECTION 2 : EMPLOYMENT INFORMATION

Present employer: _____ Present position: _____

Years of employment: _____ Direct supervisor: _____

Employer/supervisor's contact information: _____

Address: _____

City, state, zip code: _____

Phone number: _____ E-mail: _____

SECTION 3 : PROFESSIONAL REFERENCES:

1. Name: _____ Phone: _____ E-mail: _____

Address: _____

City, state, zip code: _____

2. Name: _____ Phone: _____ E-mail: _____

Address: _____

City, state, zip code: _____



SECTION 4: LETTER OF INTEREST

Applicants must complete the professional development scholarship application form, accompanied by a letter of interest of no more than 2 pages that addresses the following topics:

1. Why the funding is desired?
2. How the professional training course will help in your current position /career?
3. Current involvement with APWA
4. Community and professional involvement

SECTION 5: LETTER OF RECOMMENDATION

Applicant must also send a letter of recommendation for attending the desired professional development activity by the applicant's direct supervisor.

SECTION 6: SIGNATURE

I hereby certify the foregoing information is true and correct and agree if selected as a recipient of an American Public Works Association Texas Chapter scholarship that the monies received will be used in assistance of attending a continuing education and training for certification or licensure course and that at least half of the scholarship amount will be used towards tuition/registration and any remaining amount will be used to pay for travel/accommodations and any unused amount will be returned to the APWA Texas Chapter. If the scholarship awarded me is not used for the intended purposes, it will be returned to APWA Texas Chapter.

Signature of applicant: _____ Date: _____

Attachments:

- Course Description/Details
- Letter of Interest
- Letter of Recommendation

MAIL or E-MAIL COMPLETED APPLICATION TO:

Texas Chapter of American Public Works Association
Attn: Scholarships
1278 F.M. 407 Suite 109-B36
Lewisville, TX 75077

[E-Mail: TPWA@outlook.com](mailto:TPWA@outlook.com)

Place "TPWA PRACTICIONER SCHOLARSHIP APPLICATION – *your name*" in the subject field