



## Application for Professional Development Scholarship

**ALL Applications must be completed online.**

**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**Fill out the application form below completely and gather, download, and fill out the required documents for upload PRIOR TO accessing the online application form.**

Link to online application form for practitioners:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qeUKYsFOoE-GQV2fOGxzCXp7k9rSavNPuV2Ti8ldJR1UODA1SlIdQV05FS1ZXOUZUSDfEQINKVzNWSi4u>

### Eligibility Questionnaire

Applications start with an eligibility question. Applicants must be employed at an eligible Virginia institution. If an applicant does not meet the criteria, the form will default to "Submit" and someone from SCHEV will contact the prospective applicant to discuss the issue.

Please provide your email address (use your .edu email from a Virginia institution):

Choose your institution from the drop-down list

Eligible Public Institution	Eligible Private Institution
Christopher Newport University	Averett University
College of William and Mary	Bluefield College
George Mason University	Bridgewater College
James Madison University	Eastern Mennonite University
Longwood University	Emory & Henry College
Norfolk State University	Ferrum College
Old Dominion University	George Washington University (VA campus)
Radford University	Hampton University
University of Mary Washington	Hollins University
University of Virginia	Liberty University
University of Virginia's College at Wise	Mary Baldwin University
Virginia Commonwealth University	Marymount University
Virginia State University	Randolph College
Virginia Tech	Regent University



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Eligible Public Institution	Eligible Private Institution
	Shenandoah University
	Sweet Briar College
	University of Lynchburg
	University of Richmond
	Virginia Union University
	Virginia Wesleyan University

## Full Application

### Applicant Contact Information

First Name

Last Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Preferred Email Address (this may be your .edu address or a different email address)

### Applicant Professional Information

Job Title

Department

Number of years in the profession

Number of years in your current position

### Conference Scholarship Questions

Name of the organization hosting/sponsoring/offering the conference and title of the conference.

Date(s) of conference

If you are awarded a scholarship, do you need an advance of any funds prior to travel?

- ☐ Yes
- ☐ No
- ☐ Maybe

Have you attended this conference in the past three years?

- ☐ Yes
- ☐ No



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Please list other conferences you have attended in the past three years.

Please describe any previous involvement with the organization offering the conference.

Have you, or do you plan to, submit a proposal to present at this conference? If you already have, has the proposal been accepted?

### Conference Scholarship Essay Questions

1. **For all applicants**, in 250 words or less, please describe (1) how your role relates to preparing students for careers and/or engaging employers with the goal of connecting them to students; and (2) how the conference relates to your role. (250 words or ~1,500 characters)
2. **For all applicants**, in 250 words or less, please describe how your attendance at the conference will benefit the students and employers you serve (250 words or ~1,500 characters)
3. **For all applicants**, in 250 words or less, please describe how your attendance at the conference will benefit your institution, colleagues across the state, Virginia in general, and perhaps the nation. (250 words or ~1,500 characters)
4. **Optional for all applicants**, please provide any other pertinent information that the selection committee should take into consideration. (250 words or ~1,500 characters)
5. Please provide a short biography for the V-TOP website. (250 words or ~1,500 characters)

### Membership Fee Scholarship Questions

Name of organization you want to join

Have you been a member of this organization within the past three years?

- ☐ Yes
- ☐ No

Please describe any previous involvement with the organization.

Please list other organizations to which you belong.



### Membership Fee Essay Question

In 250 words or less, please describe how your membership in this organization will contribute to your professional growth and what you anticipate doing to support the organization. (250 words or ~1,500 characters)

Professional Development/Training

Name of the training or workshop you wish to host.

**In 250 words or less**, please describe how your current role relates to advancing work-based learning in Virginia, how you and your team's participation in this training or workshop will contribute to your/their professional growth, and how this will better your organization.

### Attachments and Forms to Upload

Please upload your resume, then find the three forms referenced below on the SCHEV website, fill them out, and upload them in the appropriate place below. If you are unable to upload your documents please send them to [emilysalmonschev.edu](mailto:emilysalmonschev.edu).

### Forms/Documents Needed:

- Resume or CV
- Travel Estimate and/or Membership Dues available on the [SCHEV website](#)
- Virginia W-9, available on the [SCHEV website](#)
- Completed release form, available on the [SCHEV website](#), consenting to the use of your name and photo in V-TOP newsletters, on the website, and in press releases, with the option to consent for SCHEV to connect you to interested members of the press for interviews

### Certification

I hereby apply to SCHEV for a scholarship. I certify that I meet the Applicant Eligibility requirements. In addition to the Recipient Requirements described in the Call for Applications, I understand that I am bound by the terms and conditions in this certification. I understand that the scholarship pays only for my personal membership fees, conference registration fees, travel, etc., as applicable, and is non-transferable to any other professional development opportunity or to any other person. I confirm that my institution or institute will give me the time off necessary to attend the conference (if applicable) if I am a scholarship recipient. If I receive an award, I will respond to SCHEV within 10 business days of the award announcement confirming that I accept the award and am still able to attend the conference or join the organization. If I discover later that I cannot, I will notify SCHEV immediately and return any funds I have received within 10 days.

I agree to the Certification language above:



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- ☐ Yes
- ☐ No