



Policy/Procedure

Policy #10

Subject: Educational Support Application for APIC Members

Effective Date: 2000

Reviewed By: Director at Large

Approved by: APIC MN Board of Directors

Revision Dates: 12/2025

POLICY:

1. The APIC MN Board of Directors (BOD) will determine the availability and dollar amount of APIC MN funds available to support educational activities to current APIC MN members each year during the annual budget process.
2. The maximum amount of support will be \$100.00 per member per calendar year and will be distributed on a "first come, first served" basis.
3. If an APIC MN member has already received funding from APIC MN for any reason, the member does not qualify for this additional educational offering.
4. Support money must be used for educational offerings provided by any of the following:
 - APIC National or local APIC chapters
 - State or Local Health Departments
 - Other sponsors where the primary content of the program supports the APIC competency model
5. Applicants must submit a brief summary highlighting an idea, concept, or experience from the education session to be published in an issue of *News & Views* within 30 days of attendance.
6. Recipient shall follow Policy #8 (Expense Vouchers) and submit a receipt and expense voucher.
7. The APIC MN BOD shall maintain final authority for approval when there are questions regarding appropriateness of any particular program.

PURPOSE:

To provide financial support for Infection Prevention and Control educational opportunities for APIC MN members.

PROCEDURE:



1. The applicant will complete the online “Educational Support Application” form.
2. The Director at Large will review and approve or deny the application in collaboration with the Treasurer.
3. Questions regarding applicant eligibility will be directed to the APIC MN BOD for discussion and final approval.
4. The Director at Large will notify the applicant of the status of the application.

ATTACHMENTS & RELATED FORMS:

- Educational Support Application Form
- Expense Voucher from Policy #8