



SHRM/HRCI PREP COURSE SCHOLARSHIP INFORMATION

The purpose of the Manchester Area Human Resources Association (MAHRA) scholarship fund is to provide financial assistance to MAHRA members in pursuit of obtaining and/or re-certifying professional certification through the Society for Human Resource Management (SHRM) or the HR Certification Institute (HRCI).

Eligible Individuals

Active MAHRA members in good standing are eligible to apply for a scholarship. Members are eligible for one (1) scholarship per the calendar year.

Members are not eligible for MAHRA scholarship funds if full funding is provided from other institutional sources (i.e., employer, educational institution, government programs). Applicants must disclose any partial funds (tuition reimbursement, financial aid, etc.) on their scholarship application.

Scholarships are granted as a one-time award only, however, previous applicants and scholarship recipients are eligible to reapply.

Eligible Expenses

Eligible expenses include SHRM and/or HRCI accredited education classes and conferences, another NH Chapter Certification Preparation Program, exam study materials, and exam fees incurred in pursuit of obtaining and/or recertifying for the following certifications:

PHR – Professional in Human Resources

SPHR – Senior Professional in Human Resources

GPHR – Global Professional in Human Resources

CA – California Certification for individuals with previous PHR and SPHR certifications

SHRM-CP – SHRM Senior Certified Professional

SHRM-SCP – SHRM Certified Professional

Apply for an MAHRA Scholarship

Maximum Funding

The maximum scholarship available for a SHRM and/or HRCI accredited education class or conference is \$575.00. The maximum scholarship available to obtain a certification is to be determined during each testing window based on a combination of the cost of the prep course, study materials, and exam fee.

Limitations/Conditions

Members must be current on their SHRM professional membership dues and have designated MAHRA as their home chapter. Members with a SHRM student membership are not eligible to apply for an MAHRA scholarship.

Individuals are eligible for only one (1) preparation course/study group and exam scholarship per certification.

HRCI programs must be accredited by HRCI and provide continuing education credit for the specific certification held by the member. Likewise, for SHRM programs.

Symposium/conference scholarships will be limited to the cost of the conference. No other out-of-pocket expenses will be eligible for reimbursement.



Requests for scholarship reimbursement payments must be submitted within 60 days of approval.

Scholarships are paid out within the year awarded and do not "roll-over" to a subsequent year.

Selection Criteria

Scholarships will be awarded based on the strength of the applicant's work experience and commitment to a career in human resources.

40% Work experience/progression (HR involvement & future career plans)

40% Volunteer activity (preferably with MAHRA or another SHRM chapter)

20% Financial Need

Application

To apply for a scholarship, complete and submit the MAHRA Scholarship Application Form.

Applications must be received at least two (2) weeks prior to the deadline for enrollment in the course, exam, or conference. As appropriate, applications will be held and considered at the end of an open application period. Otherwise scholarships will be issued on a first come, first served basis.

It is MAHRA's policy to pay vendors/institutions directly. On an exception basis, under extenuating circumstances, MAHRA may consider making reimbursement payments of eligible expenses upon receipt of a completed MAHRA Expense Form and applicable receipts.

Review and Selection Process

Scholarship applications that are complete and received prior to the applicable deadlines will be evaluated by the MAHRA Scholarship Committee who will make the final selection of scholarship recipients. Applicants will be notified by the Scholarship Committee Chair after a decision has been made.

Scholarship Recipient Disclosure Requirements

Names of scholarship recipients may be published on the MAHRA website and in the chapter's social media.

Recipients may also be asked to provide a testimonial either in writing for the newsletter or publicly at an MAHRA event to promote the scholarship program.

Program Funding

The amount budgeted for this fund is set by the Board of Directors annually.



SHRM/HRCI PREP COURSE SCHOLARSHIP INFORMATION

Applicant Name:

Mailing Address:

E-Mail Address:

Mobile Phone:

Are you currently employed: YES NO

If yes, please provide employer information:

Employer Name:

Employer Address:

Are you MAHRA Member (select one): YES NO

SHRM Member Number (select one): YES NO

Have you volunteered for MAHRA: YES NO

If yes, please provide information:

Have you received a MAHRA Scholarship within the last 12 months? YES NO

Please tell us any unique factors we should consider when reviewing your application:

Please indicate the program and costs that you are requesting that the scholarship will cover:

*Check all programs that apply**

- Certification Study Group
- Cost of Certification Study Materials
- HRCI Exam Fee
- SHRM Exam Fee
- HRCI and/or SHRM Accredited Continuing Education

Cost of Program:

Provider:



Certification Level Obtaining:

Amount Requesting:

Are you eligible for funding outside of MAHRA (employer reimbursement, tuition reimbursement, financial aid, etc.)

YES NO

Are you seeking reimbursement for an expense that is outstanding?

YES NO

When submitting, please attach a copy of your current resume.

Thank you for your application!