

Scholarship Request

NC Child Passenger Safety Technician Certification Training

The North Carolina Governor's Highway Safety Program (GHSP) is offering a limited number of scholarships to help students with travel expenses (limited to lodging and meal expenses for overnight stays) for GHSP sponsored or co-sponsored certification classes. These scholarships are administered by and available through the NC Department of Insurance, Office of State Fire Marshal (OSFM).

Eligibility criteria for these scholarships are that: 1) the training class must be located at least 35 miles from the individual's regularly assigned duty station or home, whichever is less; 2) the travel must involve an overnight stay; and 3) travel expenses are not available through the student's agency. The signature of the applicant's supervisor is required for confirmation that the applicant meets these criteria.

If awarded a scholarship, you will be responsible for making your own hotel reservation and paying for your room and meals. **Allowable expenses will be reimbursed after the class, after a reimbursement request form has been completed (with all required receipts attached), and after your attendance for the entire class is confirmed by OSFM.** Meals and lodging will be reimbursed at state rates in effect at the time of the class. As of July 1, 2010, these rates are: Hotel: 65.90 + tax, Breakfast: \$7.75, Lunch: \$10.10, and Dinner: \$17.30. Mileage for personal or agency vehicles is not a reimbursable expense. **Note also that in accordance with State of NC travel reimbursement guidelines, meals cannot be reimbursed unless an overnight stay is involved.** If approved, you will receive an e-mail confirmation with additional reimbursement information. An individual on scholarship who does not pass the certification class can be reimbursed for expenses for that class, but will not be eligible for another scholarship for another class.

Scholarships approved by OSFM are valid only for the class for which it is approved. **If your registration is transferred to another class for any reason, you must submit a revised scholarship application.**

Contact Allison Cummings by email at Allison.Cummings@ncdoi.gov or by phone at 919-661-5880 x314 to verify if scholarships are still available for the class you are interested in **before mailing in a scholarship application or if you are awarded a scholarship and your registration is transferred to another class.**

Name: First _____ Last _____
Agency: _____
Address: _____
City: _____ State: _____ Zip: _____ County: _____
E-mail: _____ (required)
Phone: () _____

Class Location*: _____ Class Dates*: _____

Traveling Distance: _____ miles

Reimbursement Request: Meals and Lodging Lodging only Meals only: Allowable only with overnight stays (includes sharing a hotel room and the other person pays the bill).

**If your registration is transferred to another class for any reason, you must submit a revised scholarship application.*

Briefly explain why you are attending the class and how you plan to use your certification to benefit your agency and your community (attach additional page if necessary):

Requestor Name: _____

Signature: _____

Supervisor Name: _____

Signature: _____

Not applicable; I am retired, self employed, or unemployed

Mail your completed scholarship request form with original signature(s) to:
Allison Cummings, NC DOI-OSFM, 1202 Mail Service Center; Raleigh, NC 27699-1202
E-mail questions to: Allison.Cummings@ncdoi.gov