



**Administrative Personnel Association
Certification Opportunity Grant Application
For APA events in 2018 ONLY –
Above and apart from your regional conference**

Instructions:

1. Complete the entire form.
2. Send the completed form to your regional certification chair a minimum of 60 days before the event.
3. The regional certification chair (within 10 days of receipt) will approve, sign, and date the application and forward to the national certification chair for approval.
4. The national certification chair, if approved, will forward to the treasurer to issue a check within 30 days of receipt of the application. The national certification chair will also send a copy of the approved application to the applicant, regional certification chair, and regional president.

Please Note: Limit up to two separate \$200 grants per region, for APA events only

Event Host, Sponsor or Organizer:

Name _____

Address _____

Phone _____ Email _____

Region _____ Amount Requested (\$200 limit) _____

Make check payable to _____

Detailed event description, including date(s) and location, course offerings and instructor qualifications:

Approval Signatures

Host/Sponsor _____ Date _____

Regional Certification Chair _____ Date _____

National Certification Chair _____ Date _____

Accounting Use only

Date approved _____ Amount Approved _____ Date Sent _____