The PROFESSIONAL DEVELOPMENT Support Reimbursement Program 2020-2021
October 5, 2020

Purpose:
The purpose of this support program is to financially assist APIC Greater NY Chapter 13 members in furthering their professional development in the field of Infection Prevention & Control.

The Professional Development Reimbursement Program will:

- Sponsor up to 75 members in 2020 and 2021 according to the following parameters:

  - Provide reimbursement for professional educational activities, up to $250.00 per chapter member. The funds can be used for CIC review or other Infection Prevention & Control courses/classes, conferences, meetings, coach travel, standard hotel accommodations, etc., so long as it is directly related to the practice of infection prevention and control. Expenses that are not covered by this support award include meals, gratuities, national or chapter membership dues and related fees, or the Certification in Infection Control (CIC) examination test registration fee.

  - Be offered each year when the Greater NY Chapter 13 Officers and Board of Directors determines that the chapter has sufficient funds to offer this support. If the Board determines that funds are not available, this financial support will not be disbursed.

  - Be given to up to 75 chapter members by the Board based on written request (email or fax) to the chapter treasurer, chapter president, or president-elect between October 6, 2020 and December 31, 2021.

Eligibility and Requirements of Awardees

1. The support recipients must be a member of national APIC as well as APIC Greater New York, Chapter 13 at the time of participation in the professional development activity and at the time of the request for reimbursement to participate in the drawing for the Professional Development Support. Membership records of national APIC will be reviewed and used to verify membership status.

2. Both the expenditure and the request for reimbursement must be done between October 6, 2020 and December 31, 2021. All receipts must be submitted at one time even if the expenditures were separated by a period of months.

3. Any chapter member who has financial support from her/his employer, union, or other supporting agency is asked to not participate in the drawing to receive the Professional Development support funds so that the chapter may offer support to members who have no institutional support for the selected professional development activity.

4. The recipient of the Professional Development Support is responsible for purchasing professional development materials or course/conference registration. If a recipient pays for a professional development activity and then does not participate in it for any reason, she/he will not be eligible to receive funds for unused conference, training course, travel/hotel, etc.

5. Every chapter member, including officers and board members, are eligible to participate in the raffle for the Professional Development Support program.

6. Each member who receives the Professional Development Support will submit documentation of their professional development activity or course/conference attendance to the chapter treasurer (e.g., certificate of attendance, CEU/CH record page) to receive reimbursement. The chapter board of
directors may request any recipient of the Professional Development Support to give a short verbal presentation at a future chapter meeting in 2020 or 2021 to describe how they used their award. Presentation is not required but is encouraged.

7. This award process will be conducted in accordance with national APIC bylaws.

**How to Receive APIC Greater NY Professional Development Support**

1. Each member in good standing as noted above who wishes to receive the Professional Development Support will indicate her/his request in writing by fax or email to the chapter treasurer, president, or president elect by **the close of business on Friday, December 31, 2021. This is also the deadline to request funds.**

2. The chapter treasurer will notify the chapter president when the limit of 75 chapter members have requested the Professional Development Support which will then close the program. Once the support program has reached its limit, the membership will also be notified.

3. The chapter president will direct the chapter treasurer to provide a check to pay for professional development expenses up to $250.00 to the support recipient(s), based on receipts submitted to the treasurer, for reimbursement in accord with the information above.

4. The chapter treasurer will notify the chapter secretary of which chapter members have received the support award (at time of payout) so that the secretary can record their names in a subsequent chapter meeting minutes in 2021. By accepting the Professional Development Support, each recipient agrees that she/he may be acknowledged in the chapter’s historical records on the chapter’s website.

5. A member who receives the Professional Development Support is eligible to participate in the raffle for this support in subsequent years.

Questions: Please contact any of the chapter leaders below.

**Kyle Willey** – chapter president  
Phone – 646-647-7050  
Fax – 212-987-4006  
kyle.willey@mountsinai.org

**Steven Bock** – chapter president-elect  
Phone – 917-613-6701  
Fax – 212-263-0523  
steven.bock@nyulangone.org

**Hannah Newman** – chapter treasurer  
Phone – 212-434-3442  
Fax – 212-434-2574  
hnewman2@northwell.edu

**Diana Yacoub** – chapter secretary  
Phone – 718- 830-4259  
Fax – 718-830-4096