

Frequently Asked Questions

Scholarship Opportunity for Local Health Department Staff to Become Certified in Infection Control

What is the reimbursement budget per local health department?

Each local health department will be reimbursed up to \$2,500 for exam fees and study materials. However, for LHDs planning to purchase exam registrations for more than 3 staff, additional funding can be requested to cover those registration costs.

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### **Does a staff member have to complete the infection control certification testing by the end of the grant period?**

No, but they must be registered to take the exam. All reimbursable grant activities, such as payment for exam fees and study materials, need to be completed by the end of the contract.

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What happens if a staff member fails the exam?

This scholarship covers the cost of one exam. Additional exams are not covered by this scholarship.

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### **By when does a staff member have to sit for the exam?**

All reimbursable grant activities, such as payment for exam fees and study materials, need to be completed by June 30, 2023. Please refer to the [CBIC website](#) for more information about candidate eligibility and scheduling the examination.

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What is the process for reimbursement?

Local health departments must purchase materials (including registration for the exam and enrollment in trainings) and submit a single invoice and associated receipts to NACCHO for reimbursement by July 14, 2023.

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## **What criteria are used to select applicants?**

The goal is to maximize the impact of the scholarships, so selections will be based on the need for certification and the potential impact on the local health department and the community they serve.

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Can the scholarship funds be used to cover recertification costs for staff who have already taken their initial CIC?

Yes.

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## **Does the scholarship also include the a-IPC (Associate – Infection Prevention and Control) entry-level certification?**

Yes, individuals can take either the CIC or the a-IPC exam through this scholarship opportunity.

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Can we view the full application before applying?

A copy of the full application form is available [here](#).

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## **On the CBIC website it says you need to have worked at least one year full-time. If my one-year date is prior to the June 30 date on the application. Could I still apply for the scholarship?**

Yes, as long as you register for the exam, and all reimbursable expenses are incurred by June 30, 2023 (the exam itself can be taken after this date but needs to be within 90 days of CBIC confirmation of eligibility).

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Do I have to be registered for an exam before applying for the scholarship? Or can I apply for the scholarship and then later register for the exam?

You can apply for the scholarship and then register. If you want to include the exam registration costs as part of the scholarship, you will need to register before June 30 so that all reimbursable expenses are incurred by June 30, 2023 (the exam itself can be taken after this date but needs to be within 90 days of CBIC confirmation of eligibility)

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## **What if I have my CIC, but I was interested in sitting for my LTC-CIP? Would this scholarship be applicable for this exam?**

No, this opportunity is only for the CIC or a-IPC exams.

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What are the responsibilities of the POCs on the application?

The POCs will be responsible for coordinating the LHD's reimbursement process and final assessment for evaluation purposes.

Should staff interested apply separately for this opportunity or as a LHD?

You should submit 1 application per LHD. For LHDs planning to purchase exam registrations for more than 3 staff, additional funding can be requested to cover those registration costs.

What if my LHD has multiple qualified people that are interested in certification, is there some limit to the number that we can ask for?

No, on a case-by-case basis NACCHO will consider additional funding for LHD's with qualified and eligible staff interested in pursuing these certifications.

What if our health department is centralized, and we don't have any local health departments with independent funding?

You can certainly apply for this opportunity for your regional IPs!

What if I work for the state health department, am I eligible?

Eligible applicants for this funding opportunity are local health departments, which include public health departments providing services locally or regionally, and tribal health departments that are active NACCHO members. If you are a state employee not operating at a local or regional level, you are not eligible for this opportunity.
