

ADMINISTRATIVE MANAGEMENT SOCIETY (AMS) FOUNDATION SCHOLARSHIP

The Institute of Certified Professional Managers (ICPM) is excited to offer Administrative Management Society Foundation scholarships for the year 2016. The merit-based scholarships create a legacy to the Administrative Management Society which ceased operations in 1992. Scholarship awards partially fund the purchase of the Certified Manager Certification bundle in the amount of \$445 US dollars. Award recipients are responsible for paying the balance of the bundle in the amount of \$300 US dollars plus shipping.

SUBMISSION DATE:

January 1 - February 28, 2016

AWARD DATE:

March 7, 2016

SUBMISSION DATE:

July 1 - August 31, 2016

AWARD DATE:

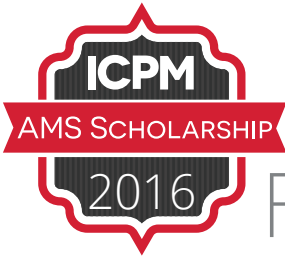
September 12, 2016

ELIGIBILITY REQUIREMENTS

- Be a first-time applicant to the CM® certification.
- Meet the CM® eligibility requirements for education and experience.
- Be able to complete the 3 CM® certification exams within 15 months.
- Be able to fund the remaining cost of certification upon being awarded a scholarship.

APPLICATION PROCESS

- Create an account on the ICPM website and complete a CM® Application form with all required documentation.
- Submit these documents to ICPM by email (scholarships@icpm.biz)
 - Two letters of business/professional support for a scholarship award.
 - An essay of 300 words or less, double spaced, that addresses : "Why I want to become CM® Certified."
 - A current résumé.



FREQUENTLY ASKED QUESTIONS

1. What is the deadline to apply for an AMS scholarship?

AMS scholarship submissions will be accepted from January 1 through February 28, 2016 and July 1 - August 31, 2016. Scholarship submissions that are incomplete will be disqualified and will not be considered for a scholarship award. The AMS Scholarship is based on merit.

2. What program does the AMS scholarships apply to?

The AMS scholarship may only be applied to the Certified Manager (CM) certification program. The scholarship covers the cost of the CM application and CM exam. Scholarship applicants must (1) meet the eligibility criteria for the CM certification and (2) purchase the CM study materials at a cost of \$300 plus shipping.

3. How do I know if I am eligible for the CM Certification?

CM eligibility is based on a 10 point system applied to the applicant's education and experience. A detailed description of the point system can be found on the CM application.

4. Where do I submit my application and paperwork? Does it have to be submitted at one time?

The complete scholarship application can be emailed to scholarships@icpm.biz. All documents must be submitted at one time. Incomplete submissions will not be considered for a scholarship award.

5. When and how will I be notified if I received a scholarship award?

AMS scholarship awards will be awarded in early March and then again in early September. All applicants will be notified via email regarding their scholarship status. Scholarship recipients will be required to pay the balance of the CM bundle at the time the scholarship award is confirmed.

6. Who do I contact for more information?

Additional questions about the AMS scholarships can be addressed to ICPM by calling 540-568-3247 or by emailing scholarships@icpm.biz.