



OPERATING GUIDELINE

ISSUANCE OF RQAP AWARDS

I. OBJECTIVE

To describe the procedures for the presentation of RQAP Awards by the MARSQA Board to the membership.

II. PURPOSE

The purpose of this award is to cover the cost of the application fee for the Quality Assurance Professional Registry examination (RQAP).

III. PROCEDURES/REQUIREMENTS FOR THE RQAP AWARD

The award will be given to a current MARSQA member in good standing upon due consideration of all applicants by the Board of Directors (BOD). A minimum of one award will be offered annually. Payment of the award will be provided as a reimbursement after the recipient presents proof of completion of the exam. If financial hardship is claimed an exception may be made at the discretion of the BOD for MARSQA to pay directly for the exam.

In addition to meeting the Council on Professional Registration's prerequisites to take the exam as outlined at http://www.sqa.org/professional_registration , to be eligible for this award a MARSQA member must:

- Submit a letter describing why he/she would like to be considered as a recipient of this award.
- Letters must be submitted to the MARSQA Vice President *90 days prior* to the SQA annual meeting in any given year. Letters of application received after this point can qualify for the award in the following calendar year.

The recipient of the award will be expected to complete the exam within one year of the date of notification of the award.

The MARSQA BOD will select the recipient(s) of the award in a timeframe such that the recipient can have the option to use the award to take the exam at the SQA Annual Meeting. Criteria for consideration for the award may include demonstrated interest and initiative, previous or continuing voluntary service to MARSQA, financial need etc.

Current MARSQA Officers are not eligible for the award.

IV. RECORDS

All receipts and proof of exam completion are submitted to the MARSQA Treasurer for reimbursement/payment.