



**Name:** WAOA Continuing Education Policy

**Purpose:** To establish procedures for the application, eligibility, funding, award, and monitoring of the Wyoming Airport Operators Association (WAOA) continuing education funding.

**Policy:** The following policy establishes the procedures to be followed when an individual or entity applies for continuing educational assistance from the WAOA.

It is a goal of the Wyoming Airport Operators Association to provide educational assistance through internships, conference attendance, and educational classes and programs.

### **Application**

Application for continuing educational assistance shall be made on a form(s) during prescribed times of the year approved by the WAOA Board of Directors.

### **Eligibility**

The terms Regular, Student, and Honorary as used here shall be as defined in the WAOA approved bylaws.

### Internship

Financial assistance for internships shall be limited to:

- Student Members of WAOA; or
- Individuals who are either currently attending school or recent graduates participating in an established internship program of a Wyoming Public Use Airport that has at least one current Regular WAOA Member.

### Conferences

Financial assistance for attending conferences shall be limited to active Regular, Student, or Honorary Members. Assistance is available for the following.

- WAOA conferences and FAA conferences which shall be given first and highest priority.
- Other aviation related or associated conferences which shall be given a lower priority.

### Educational Assistance

Financial assistance shall be limited to individuals employed at a Wyoming Public Use Airport that has at least one current Regular WAOA Member and shall be used for the ACE, CM, or AAE designations. Individuals interested in other types of educational assistance will be considered on a case by case basis.

### **Funding**

The WAOA Board shall every two years adopt a budget for the organization which may include funds for the continuing education program in amounts as the Board prescribes. The maximum an individual may receive under this Continuing Education program is \$1,000 per year.

### **Award**

The WAOA Past President shall be the contact person and coordinator for the organization for applicants interested in continuing education. The Past President shall:

- Provide information on the continuing education program and answer questions from individuals interested in the program;
- Receive applications for educational assistance;
- Review received applications for completeness and applicability;
- Work with the Board Treasurer to determine the availability of budgeted funds;
- Notify the Board of the application and the Past-President's recommendation;
- Seek input from Board members during a ten (10) day review period on the application; and
- Based upon the above, notify the applicant of the decision for funding.

In the event the Past President is not able to serve in this role then the contact person and coordinator for the organization shall be a WAOA Board member as designed by the Board.

### **Monitoring**

The WAOA Past President shall:



For funded internships, receive a report from the Student Member's employer or from the Wyoming Public Use Airport summarizing the internship at the conclusion of the internship. Internships for Student Members are paid after the internship is successfully completed, and for Wyoming Public Use Airport internships it is paid to the Public Use Airport at the time the internship application is approved.

For funded conferences, receive from the participant supporting documentation of the participant's attendance and receipts for actual expenses incurred. Expenses shall only be reimbursed based upon the application approved and shall not exceed the amount approved nor the nature of the expense. For example, if meals have been approved for \$200, they will only be reimbursed up to \$200. If meal reimbursements only total \$150, the additional \$50 cannot be used for other expenses.

For funded educational assistance, receive supporting documentation that the designation has been received and receipts for actual costs associated with the designation. Expenses shall only be reimbursed based upon the application approved and shall not exceed the amount approved nor the nature of the expense.

In the event the Past President is not able to serve in this role then the contact person and coordinator for the organization shall be a WAOA Board member as designed by the Board.