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| Image 2 | The American Hand Therapy Foundation’s mission is to improve patient outcomes by promoting evidence-based practice through funding clinical and scientific research and education.  *AHTF is committed to promoting a culture that respects diversity, inclusion, equity, and justice for all stakeholders involved in the delivery and research of upper extremity care.* |

**Guidelines and Application Form**

**The Janet Albrecht Memorial Scholarship**

**Purpose:**

The Janet Albrecht Memorial Scholarship provides opportunities for professional development by providing financial support to an Occupational Therapist (OT) or Physical Therapist (PT) while pursuing the certification in hand therapy and/or a post-professional advanced degree (such as PhD, ScD etc).

**Eligibility:**

1. For those interested in pursuing a post-professional program, applicants must show proof of acceptance into the program before applying.
2. For those using the funds to pursue the Certified Hand Therapist (CHT) credential, the award candidate must meet HTCC’s general examination eligibility requirements or be eligible to meet the certification requirements by the time the exam registration is due. See [www.htcc.org](http://www.htcc.org) for certification requirements. Applicants must plan to take the examination either in November of the year they receive the scholarship or May of the following year.

**Please, electronically submit the following documents to the Director of Education, Caroline W. Jansen, PT, PhD, CHT at** [**education@ahtf.org**](mailto:education@ahtf.org) **.**

1. Fill out the basic information requested below and generate a narrative justification for the award.
2. Submit a current curriculum vitae (CV) highlighting your education, clinical practice employment or self-employment, publications and/or presentations, volunteer community service, and service to the hand therapy specialization, and/or the physical, or occupational therapy professions.
3. Two letters of reference should be submitted directly to the Director of Education by the deadline of July 1. The letters should address your competence and desire to complete your personal professional development objectives.
4. All materials should be submitted as **one PDF document** to the following email address: [education@ahtf.org](mailto:education@ahtf.org).
5. **USE THIS FORM TO COMPLETE YOUR APPLICATION; submit as a single PDF file including a CV. *For questions or inquiries, contact Caroline W. Jansen, PT, PhD, CHT at*** [***education@ahtf.org***](mailto:education@ahtf.org)**.**

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| **BASIC INFORMATION** |
| **Grant request for: \_\_\_\_\_\_ Support towards earning CHT credential**  **\_\_\_\_\_\_ Post Graduate education** |
| **Name:** Full name and current credentials |
| **Address:** |
| **Email address: Phone:** |
| **License information: Number, State and Expiration date** |
| **HTCC Certification Examination eligibility date (if applicable)** |
| **Name and Date of admission to post professional program (if applicable):** |
| **Current ASHT membership number (if applicable):** |

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| **NARRATIVE INFORMATION** |
| **Submission of an up to 1000-word essay to answer the following:**   1. Explain what the support will allow you to accomplish. 2. Answer the following two questions: 3. What are your five-year goals for your hand therapy practice or science? 4. What specific skills are you currently looking to advance and how will those skills benefit the population of patients you currently serve. 5. What brings you joy in your hand therapy practice? |
| **Budget: Itemized funding request** |
| **Budget: Justify the budget request** |