

LCFHRA Certification Scholarship Program

Applicability: Applies to all LCFHRA Members and Affiliated Student Chapters

Approval: LCFHRA Board of Directors

Effective Date: 1/1/2019

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Statement of Purpose and Philosophy

The Lower Cape Fear Human Resource Association (LCFHRA) mission is to enhance the capabilities of Human Resources Professionals who live and/or work in our community.

LCFHRA designed this certification scholarship program to provide financial assistance to individuals in need who want to grow professionally by taking and passing a certification exam through the Society of Human Resources Management (SHRM).

LCFHRA SHRM Certification Scholarship:

Award: A total of two (2) \$1,175 scholarships may be awarded to qualified candidates during the LCFHRA fiscal year as follows:

- One (1) \$1,175 scholarship in the SHRM designated Spring testing window; and
- One (1) \$1,175 scholarship in the SHRM designated Fall/Winter testing window.

Application Deadline Dates:

- Spring testing window: Application Deadline February 15th
- Fall/Winter testing window: Application Deadline September 15th

Qualifications: *LCFHRA will not discriminate against applicants on the basis of race, religion, color, creed, sex, gender, sexual orientation, national origin, age, or disability. Selection for the scholarship will be based solely upon the qualifications listed below:*

- Candidate shall apply for the SHRM scholarship directly to LCFHRA Certification board member responsible for the certification program. In the event of multiple applications in one testing window, the Board of Directors shall deem the most appropriate method to determine the award recipient.
- The recipient must successfully pass one of the following examinations within two testing windows AND in compliance with the requirements specified below.



SCHOLARSHIPS

LCFHRA Certification Scholarship Program

- SHRM- Senior Certified Professional (SHRM-SCP) or
- SHRM- Certified Professional (SHRM-CP)
- Candidate must meet eligibility requirements for SHRM Certification.
- Must be a LCFHRA Member in good standing with LCFHRA for a minimum one full year and at the time of the award. *NOTE: affiliated LCFHRA student chapter members are also eligible to apply. Student Chapter membership must be in good standing for 1 year. The student must meet SHRM's Student eligibility requirements.*
- Current SHRM member (Membership must be active when applying and throughout the year in which you receive the award.)
- Candidate shall not have any other pending or approved monetary awards from his/her employer (this includes financial assistance or company reimbursements), or any other organization including the NCSHRM State Council and National SHRM. *This does not preclude the candidate from applying for other scholarships but does preclude the candidate from being awarded more than one.*

Program Rules

- Recipient will receive the funds up front to pay for the class, but understands:
 - The scholarship does NOT cover the cost of the test
 - If the test is not successful within two testing windows, the recipient would have to refund LCFHRA
- Recipient must furnish documentation demonstrating a passing exam score and qualification for the certification within two testing windows
- All required documentation noted above shall be furnished within ninety (90) days of passing the exam
- A recipient will be selected each session based on the following criteria: financial need, work experience, career aspirations, academic achievement, extracurricular activities and community involvement.
 - Selection Criteria:
 - 40% work experience/progression (HR involvement and future career plans); Recent graduates without significant work experience will be reviewed based also on academic background and breadth and quality of HR coursework
 - 40% volunteer activity (SHRM experience preferred, but not required)
 - 20% financial need
- Justification for recipient selection will not be released by LCFHRA.
- Award of the Scholarship is at the sole discretion of the LCFHRA Board of Directors; award is based on the receipt of application(s) from qualified candidate(s).



SCHOLARSHIPS

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How to Apply:

Candidate should submit an email to LCFHRA Certification Chair by application deadline for each SHRM testing window. Email should contain the following information and attachments:

- Contact information
- 1000 words or less detailing academic/training, volunteer and career experience and your need for the scholarship
- Current resume (or academic transcript if applicable)
- One letter of reference (letter may be addressed to 'LCFHRA Certification Scholarship Board Review Panel ' and should provide insight into your character, academic or career and volunteer accomplishments, work ethic, and values. May be written by work or volunteer colleague, professor, coach, etc., but should not come from a family member



SCHOLARSHIPS