2025-2026 Career Practitioner Application for Professional Development Scholarship

Scholarships for professional development are made available through the Virginia Talent + Opportunity Partnership (V-TOP), administered by the State Council of Higher Education for Virginia (SCHEV). Scholarships are available to full-time or part-time employees at selected Virginia institutions whose job involves connecting students, institutions of higher education and the employer community to expand paid and credit-bearing internships and other work-based learning opportunities. Scholarships may be awarded in the following categories: (1) conference presentation/attendance and/or (2) fees for membership in professional organizations. Updated July, 2025.

* Required

Eligibility Questionnaire

Are you employed at a Virginia public institution of higher education or a Virginia private non-profit institution of higher education that participates in the Virginia Tuition Assistance Grant (TAG) Program? Does your job involve connecting students to work-based learning and internships?

If yes, you are eligible to apply.

If no, you do not meet eligibility criteria. Do not complete the application. Feel free to reach out to Carolyn Sutphin (carolynsutphin@schev.edu) with any questions.

1. Please enter your .edu email from a Virginia institution below. *

2. Provide the name of your Virginia institution of higher education *

Applicant Contact Information

3. First Name *

4. Last Name *

5. Address Line 1 *

6. Address Line 2 *

7. City *

8. State *

9. Zip code *

10. Phone number with area code *

11. Preferred email address (this may be your .edu address or a different email address) *

Applicant Professional Information

12. Department *

13. Number of years in the profession *

14. Number of years in your current position *

Complete this section if you are applying for the **Conference Scholarship**

15. Enter the name of organization hosting / sponsoring / offering the conference and the title of the conference.

16. What is the date(s) of the conference?

17. Have you attended this conference previously? If yes, please indicate the year(s) attended.

18. Please describe any previous involvement with the organization offering the conference.

19. Have you, or do you plan to, submit a proposal to present at this conference? If you already have submitted a proposal, has it been accepted?

20. **For all applicants**, in approximately 250 words or less, please describe (1) how your role relates to advancing work-based learning in Virginia, such as preparing students for careers, connecting students to internships and supporting students throughout their experience, engaging employers with the goal of connecting them to students and / or through research and scholarship that contributes new knowledge related to work-based learning; and (2) how the conference relates to your role. **Use your response to tell the story of your professional journey to advance work-based learning for students.** (Example: My role as a project manager requires continuous stakeholder engagement and planning towards increasing internships and work-based learning opportunities in the region. The role will evolve into preparing students for internship placement as well as employers for receiving students and developing effective work-based learning programs. I believe I will benefit from attending the conference by hearing issues and trends that are a challenge to bridging these partnerships as well as the practices that are working.) *

21. **For all applicants**, in approximately 250 words or less, please describe how your attendance at the conference will benefit the students and employers you serve. (Example: My attendance at the conference holds significant benefits for both the students and employers associated with our office. First and foremost, the conference serves as a dynamic platform for networking with professionals in the field of work-based learning. By staying informed about the latest trends and best practices in work-based learning, I can enhance the quality of internships and co-op experiences offered to students. The insights gained from the conference will contribute to the continuous improvement of our programs, ensuring they align with industry standards and provide students with valuable, relevant skills.) *

22. **For all applicants**, in approximately 250 words or less, please describe how your attendance at the conference will benefit your institution, colleagues across the state, Virginia in general, and perhaps the nation. (Example: Add example: In a broader context, my attendance at the conference can positively impact Virginia's workforce development initiatives. By bringing back the latest industry trends and innovative strategies, I can contribute to the state's efforts in preparing a skilled and adaptable workforce, aligning with the evolving needs of industries.) *

23. **Optional for all applicants**, please provide any other pertinent information that the selection committee should take into consideration. Suggested information to include in this section --If you attended this conference in the past and this is your first time requesting funding from V-TOP, list reason(s) for applying such as funding issues, etc. If you have attended this conference in the past, please include any skills, experiences you gained at the conference.

24. Please provide a short biography for the V-TOP website (250 words or ~1,500 characters). *

Complete this section if you are applying for funding for Membership Fees

25. Name of the organization you want to join.

26. Have you been a member of this organization previously? If yes, please list the years as a member.

27. Please describe any previous involvement with the organization.

28. Please list other organizations to which you belong.

29. In approximately 250 words or less, please describe how your current role relates to advancing work-based learning in Virginia, how your membership in this organization will contribute to your professional growth, and what you anticipate doing to support the organization.

Attachments and Forms to Submit

****Stop. In order to complete the application process, please submit to carolynsutphin@schev.edu the following four attachments by the application window/deadline: 1) your resume/vitae; 2) travel estimate/membership dues; 3) the Commonwealth of Virginia W-9 and 4) release form. The release form, enables consent to the use of your fame and photo in V-TOP newsletters, on the website, and in press releases, with the option to consent for SCHEV to connect you with interested members of the press for interviews.** All documents can be found here: https://virginiatop.org/highered/professional-development-scholarships/**

Certification

30. I hereby apply to SCHEV for a scholarship. I certify that I meet the Applicant Eligibility requirements. In addition to the Recipient Requirements described in the Call for Applications, I understand that I am bound by the terms and conditions in this certification. I understand that the scholarship pays only for my personal membership fees, conference registration fees, travel, etc., as applicable, and is non-transferable to any other professional development opportunity or to any other person. I confirm that my institution or institute will give me the time off necessary to attend the conference (if applicable) if I am a scholarship recipient. If I receive an award, I will respond to SCHEV within 10 business days of the award announcement confirming that I accept the award and am still able to attend the conference or join the organization. If I discover later that I cannot, I will notify SCHEV immediately and return any funds I have received within 10 days. Finally, I agree that reimbursement of my expenses after travel will be negotiated via email and my acceptance of these terms and conditions now is the equivalent of my electronic signature.

I agree to the certification language above: *

- ◯ Yes
- ◯ No

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