



Scholarship for ABOHN Certification Application

The **AAOHN Foundation** was established in 1997 to advance the health, safety and well-being of workers, worker populations, and communities through the development of innovative research, education, and training solutions. One way in which this purpose is accomplished is by advancing knowledge in occupational and environmental health through the awarding of grants and scholarships to occupational and environmental health professionals to support ongoing education and research.

Scholarship Eligibility: *Current AAOHN Foundation Board of Trustees, AAOHN and ABOHN Board of Directors and their relatives are not eligible for Scholarships.*

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AAOHN Foundation
330 N. Wabash Ave, Suite 2000, Chicago, IL 60611
Phone: 603-361-0362
aaohnfoundationhq@gmail.com

ABOHN Certification Scholarship

Purpose – The purpose of the AAOHN Foundation Scholarship for ABOHN Certification is to support and encourage qualified Occupational Health Nurses (OHNs) in obtaining specialty credentialing thereby validating professional knowledge and expertise in occupational health and enhancing career advancement opportunities.

Funds Awarded: With the generous support of companies including MediTrax (Dr. Joseph Fanucchi), endowments, Chapter donations, and individual donations the AAOHN Foundation is able to administer these scholarships (scholarship availability is contingent on funding).

Funds to be applied toward the cost of certification preparation (i.e., registration for AAOHN Certification Review Course, purchase of the AAOHN Core Curriculum text), certification exam registration, and fees for the ABOHN COHN/COHN-S Certification Examination.

Funding details for 2025 Scholarship:

- \$500(max) awarded in advance to fund the AAOHN COHN/COHN-S Certification Review Course
- **OR** cost of purchasing the AAOHN Core Curriculum textbook
- **PLUS** \$150 awarded in advance to fund the ABOHN Certification Exam (COHN or COHN-S) application fee,
- **AND** \$350 awarded upon successfully passing ABOHN COHN or COHN-S Certification Exam (paid directly to scholarship recipient upon demonstration of passing exam by submitting exam results)

Eligibility Criteria - Applicants must be employed in the field of occupational and environmental health nursing and demonstrate an interest in and commitment to occupational and environmental health. Additionally, applicants must:

- Meet the ABOHN eligibility criteria to sit for the desired certification exam (COHN or COHN-S)
<https://www.abohn.org/certification/cohn-cohn-s-eligibility>
- Be a licensed Registered Nurse (current license required)
- Be currently working in an occupational health setting
- Submit completed scholarship application
- Awardee must apply to test **within 3 months** of notification of receiving scholarship award
- Notify the Foundation when exam application is submitted and approved by ABOHN, the date planned to sit for exam, and upon notification of results to ensure payment is submitted. Recipient is responsible for notifying Foundation staff/trustees with this information by email to aaohnfoundationhq@gmail.com
- Must sit for the certification exam within **6 months** of exam application approval
- **Funds not utilized within 12 months of award will be forfeited** so it is important to plan ahead and allow ample time for exam application, exam preparation, and exam completion within the calendar year; it is recommended that exam preparation begin in advance of scholarship application to ensure all requirements for ABOHN Certification are met and that you will be able to complete this process within the calendar year of scholarship application .
- Reimbursement for expenses paid by awardee will be provided upon receipt of each payment (1) for attending AAOHN COHN Prep course or purchase of AAOHN Core Curriculum Book, 2) testing application fee, and 3) upon success of COHN status. Receipts and documentation of certification are to be emailed to aaohnfoundationhq@gmail.com in order to receive timely reimbursement.

Note - Applicants must have a current active membership with AAOHN national, local, State or regional chapter for a minimum of one year.

Selection Criteria – Submit a narrative of 500 words or less (double-spaced with 1-inch margins in 12-point font) addressing the topics below. Submissions will be judged on a 100-point system. Members of the AAOHN Foundation Awards Review Panel will judge entries. Each section indicates the maximum number of points the candidate can earn based upon the content submitted.

- 30 points Career goals: Describe goals as they pertain to applicant’s professional development and continued competence.
- 30 points Developing skills: How certification as an OHN will further applicant’s skills and accomplishment of personal goals.
- 15 points Financial Support: Demonstrate need for financial support.
- 15 points Commitment: Demonstrate commitment to ongoing continuing education activities.
- 10 points Letter of support: Submit letter of support from employer/supervisor.

AAOHN Foundation will notify all applicants of results via e-mail-please be sure your email address is legible on the application.

At the end of the activity, recipient must submit a copy of the certificate of completion reflecting successful passing of the certification exam. Also required is a short report, 300 words or less, that shares an example of how knowledge learned through the preparation and certification resulted in a positive impact on worker health and safety or their personal or professional development. Reports may be published on the website, aaohn.org, and may be used in other AAOHN publication(s). Reports are due within **4 weeks of certification**. Scholarship recipients are **not** eligible to apply for a scholarship the following year but may reapply in subsequent years, contingent upon successful completion of activity and availability of funds, up to a maximum of two additional years (three years total).

Application Deadline – Complete applications must be emailed to aaohnfoundationhq@gmail.com. **APPLICATION FORM** and narrative document plus appendices should be submitted together and is required for each submission. **Please use the following file naming format on all submission documents:** lastname-firstname-(currentyear)-nameofscholarship. Applications submitted after the deadline or not in accordance with the guidelines will not be accepted.

AAOHN FOUNDATION ABOHN CERTIFICATION SCHOLARSHIP APPLICATION FORM

Name & Credentials:

Mailing Address:

City: State: Zip:

Phone: E-mail:

Chapter Membership: _ National Regional State

Membership number: Member since:

Indicate the scholarship category for which you are submitting an application:

☐ ABOHN Certification (COHN/COHN-S) Scholarship

The **APPLICATION FORM** and tailored narrative document should be submitted together and is required for each submission. File naming format: lastname-firstname-(current year)-nameofscholarship

Checklist of Required Application Materials:

PLEASE CHECK CAREFULLY. INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED AND NOT FORWARDED FOR REVIEW.

ALL SUPPORT MATERIALS NEED TO BE SUBMITTED WITH THE APPLICATION.

It is the applicant's responsibility to perform a review of all application materials and copies submitted

- ☐ Narrative addressing selection criteria (not to exceed 500 words, double-spaced, with 1-inch margins in 12-point font)
- ☐ Proof of occupational health employment and meeting the ABOHN certification testing requirements
- ☐ 2 Letter(s) of recommendation/support, submitted with application
- ☐ Proof of AAOHN Membership (national, local or regional chapter) one year or more

Staff will acknowledge receipt of all applications submitted. If you do not receive an e-mail stating that your application has been received, please contact the aaohnfoundationhq@gmail.com . AAOHN Foundation will notify all applicants of results via e-mail.

Please note: Recipients of scholarships must submit a copy of the completed examination results indicating successful passing of certification exam. All recipients must submit a short report, 300 words or less, that shares an example of how the knowledge learned through the preparation and certification resulted in a positive impact on worker health and safety or their personal or professional development. Reports are due ***within four weeks of certification to be submitted to aaohninformationhq@gmail.com .***

Application Deadline

Complete applications with narrative document plus appendices must be **e-mailed** to aaohnfoundationhq@gmail.com . An e-mail confirmation of receipt will be sent to each applicant. If you do not receive an e-mail confirmation within two business days of submission, please contact Catherine Pepler at aaohnfoundationhq@gmail.com or by phone 603-361-0362.

Applications submitted after the deadline or not in accordance with the guidelines will not be accepted.