

# Professional Credentials of Value

## Program Guidelines

The following criteria are threshold eligibility requirements for the program:

- An eligible student must be enrolled as either an undergraduate or graduate student and be considered full-time at time of application, or completing final credits.
- All students, regardless of major or field of study, are eligible should they meet all program eligibility requirements.
- Students are eligible if they have at least 60 credits with a cumulative Grade Point Average (GPA) of a 3.0 or greater at time of application.
- Eligible students must not be on any form of academic probation within the semester that they apply for program assistance nor be immediately coming off probation the semester before applying.
- Funds are made available on a 'first come, first serve' basis.
- Students are eligible to receive more than one designation through the program while enrolled at Thomas but not to exceed \$1,500 in total paid for by HAIBI.
- As many awards will be given within an academic year as there are available funds appropriated for this activity.
- Students must receive two (2) letters of recommendation from faculty within the field of study/interest that they are seeking designations in. One (1) of these letters must be from their faculty advisor. In addition, each student must fill out and submit a completed program application.
- Eligible licenses, certifications and credentials (referred to as "programs") are those identified by HAIBI. Programs can be added if approved by HAIBI as follows:

### Process to approve new programs:

- New programs can be recommended by both faculty and students
  - If recommended by faculty:
    - Faculty member submits name of program along with all documentation (website, etc.) to HAIBI Executive Director
    - HAIBI Executive Director to review with faculty member

- If recommended by student:
  - Student must receive written sponsorship from their faculty advisor in the form of an email or letter stating support for the program to be included on approved list
  - HAIBI Executive Director to review with faculty member

For questions or additional information on the program visit [www.thomas.edu](http://www.thomas.edu) or call the

Program Coordinator at 207-859-1151