

**USNC YEP and Protégé Engagement Program Application**

# **Process, Timing, and Eligibility**

Applications need to be submitted to Mackenzie Connors (maconnors@ansi.org) eight weeks, or more, prior to the USNC Management Meetings highlighted in this application. Applications will be assessed by a panel of USNC Council and YEP Committee members, and applicants will be notified no later than six weeks prior to the meeting to allow for final travel arrangements to be made.

# **Application Form**

## Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Status (Check one of the following):

[ ] Current Employee [ ] Consultant [ ] Intern [ ] Student [ ] Other

## Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Telephone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting weeks that the applicant would be available to attend (if more than one, please indicate preferred dates)

## May 16 – 18, 2023 in Corning, NY (hosted by Corning)

## September 26 – 28, 2023 in Arlington, VA (hosted by CTA)

## Location:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

Applicants must receive, in advance, approval from their primary employer to attend the selected meetings in the event that their application is approved.

Please note the following guidelines that have been established:

USNC Management Meetings

Program participants are expected to attend all three USNC Management Meetings: Conformity Assessment Policy Coordination Committee (CAPCC), Technical Management Committee (TMC), and USNC Council.

Program participants are considered to be non-member guests. As such, you are welcome to participate in meeting discussions, subject to the discretion of the committee chair.

Program participants are expected to conduct themselves in a respectful and professional manner as a representative of the USNC YEP and Protégé Engagement Program. The attached Code of Conduct applies.

Program participants shall adhere to the business casual dress code.

Meals

Meals are not covered under the reimbursement policy; however, program participants may join committee members for:

- Continental breakfast available at the meeting site prior to the start of each meeting

- Lunch served at the meeting site during each meeting

- A USNC networking reception held on Wednesday evening (details will be provided in advance of the meeting)

All other meals are on your own.

Hotel

Hotel accommodation (up to 4 nights, dependent on the meeting schedule/location) is eligible for reimbursement, under the following conditions:

- Participants should book standard hotel room rates (taxes and fees are eligible for reimbursement)

- If a discounted room block rate is available, participants should use this rate

- Incidentals, parking, meals or other hotel services are NOT reimbursable

- A copy of your reservation showing hotel property, address, room type and rate must be sent to (name) at least one week prior to the meeting for PRE-Approval

- Hotel expenses not Pre-approved may not be eligible for reimbursement.

Airfare

Airfare is eligible for reimbursement, under the following conditions:

- Participants should book coach class, non-refundable round-trip airfare.

- Travel dates must coincide with the meeting dates

- Participants are fully responsible for any fees related to changes or cancellation of the flight.

- Other airline services (lounge fees, internet access, meals, beverages, etc.) are not reimbursable

- A copy of your planned flight itinerary showing airline, flights, class of service and cost must be sent to (name) at least four weeks prior to the meeting for PRE-Approval prior to purchasing.

- Airfare expenses not Pre-approved may not be eligible for reimbursement.

Expense limitations

Reimbursable expenses for hotel and airfare (combined) shall not exceed $1500.

The program participant or their employer is responsible for any expenses over the $1,500 limit.

Original receipts and proof of payment (e.g., credit card statements) must be submitted for reimbursement to Mackenzie Connors (maconnors@ansi.org).

Prior to reimbursement distribution, the applicant must agree to complete a short [post-meeting survey](https://www.surveymonkey.com/r/NSRJZCF) to evaluate this engagement program.

Personal Statement: Please include a one-page personal statement explaining 1) your current activities within the standards and conformity assessment, 2) your familiarity with the USNC, and 3) why you believe attendance at this event will help you achieve your professional development goals.

[ ]  **By checking this box, the applicant has read and accepts these terms and conditions.**

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**Applicant Signature Date**

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**Supervisor Signature Date**