



ABC O&P Technician Scholarship
ABC O&P Technician Diversity Scholarship
2025 Program Manual

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This manual is designed to guide you through the application process, ensure your application is complete, and help you understand what to expect at each step. Our mission is to support individuals in achieving their educational and career goals.

We are excited to have you apply and look forward to learning more about your journey.

1. Overview of the Scholarship Program

The O&P Foundation has partnered with the American Board of Certification for Orthotics, Prosthetics, and Pedorthics (ABC) to provide scholarships to Orthotic and Prosthetic (O&P) technician students who are currently enrolled at O&P technician education institutions that are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

ABC O&P Technician and O&P Technician Diversity Scholarships include a \$5,000 cash award*.

Up to 8 ABC O&P Technician and up to 2 O&P Technician Diversity Scholarships may be given annually

**All scholarships are considered taxable income, recipients will receive a 1099 IRS Form for the award tax year*

2. Eligibility Requirements

O&P Technician

Applicants must be enrolled as a full-time student in a CAAHEP-accredited O&P technician program and meet all the following criteria:

- Completed at least one semester or two quarters of a CAAHEP accredited O&P technician program with a minimum 3.0 GPA
- Applicant must demonstrate financial need
- Applicant must be a US citizen or legal permanent resident

O&P Technician Diversity

- Completed at least one semester or two quarters of a CAAHEP-accredited O&P technician program
- Applicant must be a member of a racial or ethnic population (i.e., Asian American, Black or African American, Hispanic or Latino, Native American or Alaskan Native, Native Hawaiian or Pacific Islander) that is underrepresented in O&P
- Applicant must be a US citizen or legal permanent resident

3. Application Process

1) Prepare your materials

a) **Author** a (500 word or less) personal statement

- Applicant should describe how their presence in the profession will impact O&P care

b) **Obtain** an official or unofficial transcript (that includes the current academic semester) from your institution

- Official transcripts are not required; however, unofficial transcripts must be signed by the Program Director or Faculty Advisor.
- Transcript must include cumulative O&P Technician Program GPA.

c) **Obtain** two letters of recommendation:

- One from a faculty member of the program in which enrolled
- The other, from a non-faculty individual such as an employer, volunteer work supervisor, mentor, coach, or religious leader.
- The letter of recommendation should indicate why applicant is a strong candidate for an ABC Technician Scholarship.

d) **Prepare** a resume

- Resume should include information regarding education, work experience, volunteer activities, honors, and awards.

2) Submit Your Application:

- a) Complete the online application form in the portal.
- b) Upload all required documents.
- c) Request Letters of Recommendation through the portal
- d) Double-check your application for completeness.

3) Confirmation:

- a) You will receive an email confirmation from the portal once your application has been successfully submitted.

4. Tips for a Strong Application

- **Start Early:** Give yourself plenty of time to gather materials, write your personal statement, and give plenty of lead time with your requests for letters of recommendation.
- **Be Authentic:** Share your unique story, challenges, and aspirations.
- **Proofread:** Ensure your application is free from errors and clearly written.
- **Follow Instructions:** Submit all required documents, adhere to word limits and pay attention to deadline dates and times.

5. Key Deadlines

- Application opens: March 3rd, 2025
- Application deadline: April 3rd, 2025
- Notification of selection: May 1st, 2025
- Award disbursement: Within 14 days of scholarship notification

6. Selection Process

Applications will be reviewed by a committee of educators and clinical experts appointed by The O&P Foundation's Education Committee.

Eligible students may apply for both the O&P Technician Student and O&P Technician Diversity Scholarships. However, students are only eligible to receive one ABC Scholarship (O&P Technician Student Scholarship or Scholarship for O&P Technician Diversity). Students who apply for both scholarships will be asked to indicate their preference if they are selected to receive both scholarships.

1. Initial Review:

- Applications are screened for completeness and eligibility.

2. Evaluation:

- The O&P Foundation Education Committee evaluates applications based on the requirements outlined in this manual.

3. Final Decision:

- All applicants will be notified of the final decisions through the application portal
- Selected recipients will also be notified by email directly with an Award Letter and instructions for payment of scholarship funds.

7. Award Details

- Scholarship funds are awarded directly to you for education related expenses.
- These funds are considered taxable income, you will receive an IRS Form 1099 to file with your taxes for the year funds were received.

8. Public Announcement

- Scholarship recipients will be publicly recognized on the O&P Foundation's website, social media, and in press releases.
- Recipients will be required to sign a media release form, submit a high resolution headshot, a brief bio, and a quote to be included in these announcements.

- Publicity efforts are intended to celebrate the achievements of recipients and promote the scholarship program.

9. Communication and Contact Information

- When creating an application in the portal, please use your personal email, do NOT use an academic email. Academic emails expire upon graduation and we want to stay in touch with you.
- You will be registering with our payment servicer and receiving your 1099 tax form via email which is another reason to use a personal email!
- For any questions or assistance, please email us at info@oandpfoundation.org
- With any assistance or support inquires during the application period, please allow 48 to receive a response or for the issue to be resolved.

10. Frequently Asked Questions

- How do I know if my application was received?

You will receive a confirmation email upon submission.

- *How do I find out my application status?*

You can log in anytime to the application portal or to track progress of your application.

- Can I submit my application late?

No, late applications will not be accepted.

- What if I don't get a letter of recommendation submitted in time?

No late submissions of any kind will be accepted, please make your requests early in the applictaion process and follow up on your requests!

- Can I apply for scholarships more than once?

Yes, you can!

- What if I am not getting emails from the portal?

Check your spam or junk folder, please adjust setting so that you can receive portal emails, for more info.

- What if I don't get a letter of recommendation submitted in time?

Your application will still be reviewed but will be scored according to the submission materials missing

We wish you the best of luck with your application and look forward to supporting your educational journey in O&P!