Alaska Commission on Postsecondary Education
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Career and Technical Education (CTE) Certificate Program Information

Instructions: Qualifying postsecondary institutions must complete this form for each CTE certificate program reviewed for Alaska Performance Scholarship (APS) program participation eligibility; attach additional copies as necessary. For purposes of APS eligibility, a CTE certificate is a terminal, non-degree program intended to lead directly to employment.

The following documents must be submitted with the completed application packet:

a. The enrollment contract and/or admissions application, **AND**
b. The institutional catalog, program brochure and/or other information provided to students containing program description and itemized student costs.

Institution Name: _____ Authorization Status: ☐ Authorized ☐ Exempt

Physical Address: _____

Contact Name: _____ Email: _____ Phone: _____

Program Name: _____

Program Length (in weeks)*: _____ Total hours of instruction per week*: _____

Occupational license or industry-recognized certificate for which program graduates may qualify:

_____

Name of the sponsoring organization or licensing body:

_____ Website: _____

Program cost information. Amounts listed should be the same as the amounts published in the Student Handbook.

Budget Item	Cost Estimate
Tuition	
Required Fees, Books, Supplies, and Equipment	
Transportation and/or Housing	
	Total:

DO NOT COMPLETE. FOR DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT REVIEW ONLY:

Approved		Approval Start Date	Approval End Date	Notes/Comments
Full-time	☐			
Half-time	☐			
Not Approved	☐	**Reason(s):**		

Name of DOLWD reviewer: _____ Date of Review: _____

**To be considered for APS program participation, the clock-hour CTE program must provide instruction of at least 30 clock hours per week for not less than 12 weeks, or at least 15 hours per week for not less than six weeks, for students to be eligible for full-time or half-time APS awards, respectively. Accelerated programs must be a minimum of 360 hours in 12 weeks or less; or minimum of 90 hours in 6 weeks or less.*