

THE CHICKASAW NATION

Department of Education

Career Technology Student Handbook



Education Resources Division



The Chickasaw Nation
Bill Anoatubby, Governor

Career Technology Student Handbook

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Introduction:

The Chickasaw Nation Career Technology Program (CTP) is available to part-time and full-time Chickasaw students attending a state or nationally accredited career technology center, trade school, or privately licensed training facility, whereby graduating Chickasaw students receive a professional certification or license upon completion of the program. CTP students must be Chickasaw citizens.

Eligibility is not income-based, and applicants are not required to live within the treaty territory of the Chickasaw Nation to qualify for this program. CTP students must be 18 years of age. Minors under the age of 18 will be considered on a case-by-case basis. The field of study is not limited to any particular discipline; however, CTP students must receive a professional certification or license upon completion of their program (See Definitions). The CTP does not provide funding for conferences, seminars, or workshops.

The CTP may fund up to five professional certifications. If seeking CTP funding for multiple programs, the field of study must be related (e.g., phlebotomy, certified nurse assistant, certified medication aide, welding, tungsten inert gas welding, advanced welding). Funding cannot be issued for the same professional certification program more than once.

The primary objective of this program is to provide supplemental educational needs for all Chickasaw students. Funding is intended to minimize the financial responsibility of the student, however, seeking financial support such as federal aid is encouraged where applicable. Chickasaw students enrolled in degree-seeking programs must apply through the Chickasaw Nation Higher Education Program.

Definitions:

1. *Certificate of completion* - A document issued by a school or training facility stating the student has completed the required curriculum set forth by that school or training facility.
2. *Full-time programs* - Programs at a state or nationally accredited career technology center, trade school, or privately licensed training facility being at least nine calendar months or longer and/or 1,000 training clock hours of in-class training.
3. *Part-time programs* - Less than 1,000 training clock hours and/or less than nine months of in-class training.
4. *Professional certification* - A document that is issued by a state or nationally accrediting institution stating the school or training facility's curriculum within a course of study has been audited and recognized by either federal, state, or industry standards. Upon completing the audited curriculum of an accredited institution or program, students are professionally certified or licensed in a particular field of study.

5. *Self-paced programs* - All self-paced programs are defined as part-time programs. These courses are designed for students to set and meet their deadlines. The length of time a student takes to complete a self-paced program will not be taken into consideration for award purposes.

CTP application deadlines:

- A. Applicants must submit a completed CTP application (Form 10572) before the start of their professional certification program to be considered for funding.
- B. Incomplete CTP applications or CTP applications received after the certification program completion date will not be processed.
- C. Notification of missing documentation will be handled by email. If the applicant does not have an email address, notification of missing documentation will be mailed by United States mail.
- D. All notifications detailing incomplete CTP applications are sent to applicants as a courtesy and as time allows. It is the responsibility of the applicant to ensure that CTP applications and documentation are received by the CTP.

Grants:

- A. CTP Grant
- B. Exam and Licensure Assistance Grant
- C. Textbook and Supplies Assistance Grant
- D. Graduation Cord Program
- E. Certification Completion Incentive

Guidelines/award amounts:

Chickasaw students applying for the above-mentioned grants must meet the guidelines for each award as described below.

A. CTP Grant:

Assists part-time and full-time Chickasaw students with the payment of tuition and fees attending a state or nationally accredited career technology center, trade school, or privately licensed training facility, whereby graduating Chickasaw students receive a professional certification or license upon completion of their program.

- 1. CTP grants will not exceed \$6,000 and will be issued directly to the institution where the CTP student is enrolled in a professional certification program (does not include living expenses or transportation costs).
- 2. The CTP student's federal and/or state financial aid award will be taken into consideration when processing the CTP grant award amount. Although not a requirement, seeking financial support such as federal aid is encouraged where applicable.
- 3. If a CTP student pays tuition costs it will be at the training facility's discretion to reimburse the student after the institution receives funding from the CTP.
- 4. Funding may not be awarded for the same certification more than once.

5. Chickasaw students participating in certification refresher courses are eligible to receive funding under this grant on a one-time basis.
 6. Students must provide the following:
 - a. A completed CTP application Form 10572. Form 10572 is accessible to complete online at www.Chickasaw.net/CareerTech.
 - b. Invoice or billing statement from the training facility which itemizes all program costs.
 - c. High school transcript, high school equivalency, or college transcript (eligibility is not dependent on completion or grade point average).
- B. Exam and Licensure Assistance Grant:
Assists part-time and full-time Chickasaw students attending or who have received a professional certification or license from a state or nationally accredited career technology center, trade school, or privately licensed training facility in a field of study that requires additional examination or licensure once a program has been completed (e.g., nursing license, commercial driver's license, cosmetology license).
1. Assistance up to \$500 is provided on a one-time basis per professional certification or license fee per Chickasaw student.
 2. To receive reimbursement, the CTP student must submit the following:
 - a. An original itemized receipt with the vendor's name and amount paid.
 - b. Copy of the professional certification or license.
 - c. Documents must be submitted to the CTP within six months from the date of the exam.
 3. To receive pre-payment, the CTP student must provide the following:
 - a. An original itemized invoice generated by the testing site or a copy of exam registration or licensure.
 - b. All pre-payments will be made payable to the vendor and then mailed to the CTP student to process with registration. If the vendor does not accept company or third-party billing checks, the CTP student must receive reimbursement for the exam or licensure fee.
 4. CTP students may not receive funding for the same exam or licensure fee twice due to incompleteness or an unsuccessful score.
 5. Membership fees and renewal fees are not covered by the CTP.
- C. Textbook and Supplies Assistance Grant:
Assists part-time and full-time Chickasaw students attending a state or nationally accredited career technology center, trade school, or privately licensed training facility with the purchasing of textbooks or supplies, including study or preparation materials.
1. Assistance up to \$500 as determined by the CTP student's program.
 2. This grant is available once per certification.
 3. CTP students may be required to provide documentation that textbooks and supplies being requested are required for their course of study.

4. Reimbursement checks will be issued at the face value of the submitted receipts not to exceed \$500.
 5. To receive advance payment, the applicant must provide an original itemized invoice generated by the state or nationally accredited career technology center, trade school, or privately licensed training facility. The invoice must contain the facility name and an itemized list of costs associated with the textbooks or supplies being purchased. All pre-payments will be made payable and mailed to the school or training facility.
 6. High school Chickasaw students enrolled in a professional certification or license program at a state or nationally accredited career technology center, trade school, or privately licensed training facility may be eligible for up to \$250 per certification.
- D. Graduation Cord Program:
 Limited to full-time graduating Chickasaw students at any state or nationally accredited career technology center, trade school, or privately licensed training facility whereby students receive a professional certification or license upon completion of their program. Eligibility is limited to one award per Chickasaw student per certification. The Chickasaw student is responsible for obtaining permission, from their school, to wear the graduation cord during commencement. Application must be submitted six months prior to the completion date.
- E. Certification Completion Incentive:
 Available to graduated Chickasaw students once per certification. CTP students must provide a final transcript, diploma, or licensure showing certification has been awarded within six months of the course completion date. Award amounts are based strictly on training clock hours as follows:

| Training clock hours | Award amount |
|-----------------------|--------------|
| 99 hours or less | \$50 |
| 100 hours - 250 hours | \$100 |
| 251 hours - 500 hours | \$200 |
| 501 hours - 750 hours | \$300 |
| 751 hours or more | \$400 |

Full-time employees of the Chickasaw Nation are ineligible to receive the certification completion incentive.

Funding continuance:

The CTP may fund up to five professional certifications per CTP student. CTP students must submit documentation of each completed certification to be considered for additional funding. For Chickasaw students seeking additional funding for multiple certifications, the field of study must be related (e.g., private pilot, commercial pilot, flight instruction). Funding for programs of study not in relation to previous funding will be considered on a case-by-case basis. CTP students may be required to submit written justification for consideration to switch fields of study if there is not a direct correlation to previously funded certification(s).

Change of study or transfer:

CTP students who change their field of study or transfer to other facilities must notify the CTP before changing fields or facilities. Funding received for classes through the CTP may be transferred to pay for the new field of study if the funds are considered transferable by the training facility and the CTP student is continuing in a professional certification or license program. If funds are not considered transferable and additional costs are incurred, the CTP will handle payment on a case-by-case basis.

Disputes:

Any dispute over Chickasaw student eligibility will be decided by the education resources division.