

THE CHICKASAW NATION  
EDUCATION DIVISION  
EDUCATION SERVICES

# Career Technology Student Handbook

(Full-time Employee Edition)



***The Chickasaw Nation***  
Bill Anoatubby, Governor

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**I. Introduction:**

The Chickasaw Nation programs and services for career technology are available to full-time Chickasaw employees attending a state or nationally accredited career technology center, trade school or private licensed training facility, whereby graduating students receive a professional certification or license upon completion of their program. Students must be Chickasaw citizens.

The programs and services provided by education services are intended to supplement educational needs for all citizens pursuing a professional certification or license from a state or nationally accredited career technology center, trade school or private licensed training facility. Career technology does not provide funding for conferences, symposiums or workshops.

Eligibility is not income-based and applicants are not required to live within the boundaries of the Chickasaw Nation to qualify for this program. The field of study is not limited to any particular discipline; however, students must receive a professional certification or license upon completion of their program (See Section III-Definitions).

Students must be 18 years of age and provide a copy of their high school transcript, high school equivalency or college transcript. Minors under the age of 18 will be considered on a case-by-case basis. The CTP office may fund up to five professional certifications. If seeking CTP funding for multiple part time programs, the field of study must be related (e.g., phlebotomy, certified nurse assistant and certified medication aide; or welding, TIG welding, advanced welding, etc.). Students enrolled in degree-seeking courses must apply through the higher education program.

**II. Deadlines:**

A. Applicants must submit a completed application with required documents prior to the completion of their professional certification program to be considered for funding. Full-time Chickasaw employees must obtain signature of approval from their immediate supervisor and director, executive officer or secretary, as applicable (pg. 2 of Form 572E).

B. Incomplete applications or applications received after the course completion date will not be processed.

- C. Notification of incomplete files will be handled primarily by email. If you do not have an email address, documentation letters of incomplete files will be mailed to you. Incomplete applications will be discarded after a three-month pending period.
- D. All letters and emails detailing incomplete applications are sent to students as a courtesy as time allows. It is the ultimate responsibility of the student to ensure that applications and documentation are received or postmarked prior to the course completion date.

### **III. 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 only.
2. Professional certification: a document that is issued by a state or national accrediting institution stating that 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, students are professionally certified or licensed in a particular field of study.
3. Full-time programs: programs at a state or nationally accredited career technology center, trade school or private licensed training facility being at least nine calendar months or longer and/or 1,000 training clock hours of in-class training.
4. Part-time programs: defined as less than 1,000 training clock hours and/or less than nine months of in-class training.
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 own deadlines. The length of time a student takes to complete a self-paced program will not be taken into consideration for award purposes.

### **IV. Grants:**

- A. Career Technology Program (CTP) Grant
- B. Exam and Licensure Assistance Grant
- C. Text Book and Supplies Assistance Grant

## V. **Guidelines/Award Amounts:**

Students applying for CTP grants must meet the guidelines for each individual award as described below. The amount of the CTP grant shall be based on the student's programs tuition and fee costs with \$3,000 being the maximum award amount per certification. Applicants who wish to be considered for funding for these grants must complete the [career technology program application – full-time Chickasaw employees option Form 572E](#). An invoice or billing statement must be submitted to process any award amount. The student's federal and/or state financial aid award will be taken into consideration when processing the CTP grant award amount. All students must submit a high school transcript, high school equivalency or college transcript; eligibility is not dependent on completion or grade point average. Application must be made before the student's course completion date to be eligible. Funding assistance shall be subject to the following conditions:

1. Applicants under this option are eligible for the CTP grant, exam and licensure assistance grant and text book and supplies assistant grant.
2. No applicant shall be considered for funding who does not have a Chickasaw Nation citizenship card.
3. Employees must complete a *CTP application – full-time Chickasaw employees option Form 572E*. The form requires signature of approval from the immediate supervisor and director, executive officer or secretary, as applicable.
4. Chickasaw employees selecting this program option shall not receive or be eligible for additional funding through the *Chickasaw Nation Continuing Education* options. Employees may be subject to suspension of funding from this program option if found to be applying for or receiving additional funding through the Chickasaw Nation.
5. This handbook is not applicable to subsidiaries of the Chickasaw Nation (e.g., Bank 2, Chickasaw Nation Industries (CNI) and Solara Healthcare employees, etc.).
6. All part-time employees, School to Work and CDI participants must complete a [CTP application Form 572](#).

All documentation listed below must be received in the CTP office prior to course completion date:

1. A completed CTP application Form 572E.
  2. Invoice or billing statement from the training facility which itemizes all program costs. The student's federal and/or state financial aid award will be taken into consideration when processing the CTP grant award amount.
  3. Applicants must attach a copy of high school transcript, high school equivalency or college transcript.
  4. Minors under the age of 18 will be considered on a case-by-case basis.
- A. Career Technology Program (CTP) Grant: assists part-time and full-time Chickasaw students with the payment of tuition and fees at any state or nationally accredited career technology center, trade school, private licensed training facility whereby students receive a professional certification or license upon completion of their program.
1. CTP grants shall not exceed \$3,000 and will be issued directly to the institution where the student is enrolled in a professional certification or license program.
  2. The student's federal and/or state financial aid award will be taken into consideration when processing the CTP grant award amount.
  3. Under no circumstance may a student be reimbursed for tuition. If a student pays tuition costs it will be the training facility's discretion to reimburse the student after the institution receives funding from the CTP office.
- 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 private licensed training facility in a field of study that requires additional examination or licensure once a program has been completed (e.g., nursing license, CDL, cosmetology license, etc.). The application must be submitted within six months of the student's receipt of payment.
1. Assistance of up to \$500 is provided on a one-time basis per professional license, certification fee or exam fee per student.

2. To receive reimbursement, applicant must submit an original itemized receipt with the vendor's name and amount paid. A copy of the professional certification or license must be submitted.
  3. To receive prepayment, the applicant must provide an original itemized invoice generated by the testing facility, state or nationally accredited career technology center, trade school or private licensed training facility. The invoice must contain the facility name and an itemized list of costs associated with the exam or licensure obtained.
  4. All pre-payments will be made payable to the vendor and then mailed to the student to process with registration. If vendor does not accept company or third party billing checks, the student must receive reimbursement for the exam or licensure fee.
  5. Student's may not receive funding for the same exam or licensure fee twice due to incompleteness or an unsuccessful score.
- C. Text Book and Supplies 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 private licensed training facility with the purchasing of text books or supplies; including study or preparation materials. The application must be submitted within six months of the course completion date.
1. Provides funding assistance for required text books and supplies as determined by the student's program. The text book and supplies assistance grant is available once per certification.
  2. Chickasaw employees may qualify for a grant of \$250.
  3. Students may be required to provide documentation that text books 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 \$250.
  5. To receive advance payment, the applicant must provide an original itemized invoice generated by the book store, supply store, state or nationally accredited career technology center, trade school or private licensed training facility. The invoice must contain the facility name and an itemized list of costs associated with the text books or supplies being

purchased. All pre-payments will be made payable to the vendor and then mailed to the student to process payment of text books and supplies.

**VI. Change of Study or Transfer:**

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