Alaska Commission on Postsecondary Education
P.O. Box 110505, Juneau Alaska 99811-0505 • Institutional Authorization • (907) 465-6763 • FAX (907) 465.5316 • AKadvantage.alaska.gov

Career and Technical Education (CTE) Certificate Program Information

Complete for each APS-eligible CTE certificate program. For purposes of scholarship determination, a CTE certificate program is a terminal non-degree program intended to lead directly to employment. Attach additional copies of this form as necessary.

The following sample documents must be included in the application packet (Institutions will only be able to administer APS funds for fully documented and approved programs):

a. The credential awarded upon completion of program (ex: blank diploma or certificate)
b. The enrollment contract and/or admissions application provided to students.
c. The institutional catalog, program brochure and/or other information provided to students containing program description and itemized student costs.

1.) Institution name: _____ Phone number: _____

2.) Name of owner or CEO: _____ Title: _____

3.) Program name: _____

4.) Physical address where program is delivered: _____

City: _____ State: _____ Zip Code: _____

5.) Published program description:

_____

6.) Program length (in weeks)[1]: _____ **7.)** Total hours of instruction per week: _____

If program is delivered on a half time basis:

8.) Program length (in weeks): _____ **9.)** Total hours of instruction per week: _____

10.) Provide start and end dates for APS-eligible program offering beginning between July 1, 2013 and June 30, 2014. Attach additional pages as necessary.

a.) Start date: _____	End date: _____	d.) Start date: _____	End date: _____
b.) Start date: _____	End date: _____	e.) Start date: _____	End date: _____
c.) Start date: _____	End date: _____	f.) Start date: _____	End date: _____

11.) Program cost information. Amounts listed should be the same as the amounts published to students; information provided will be used to calculate total cost of attendance for the purpose of determining students' APS award amounts.

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

[1] To qualify for approval to enroll APS-eligible students, a CTE non-credit program must require attendance of at least 30 clock hours per week for not less than 12 weeks to be considered full-time. A CTE non-credit program must require attendance of at least 15 clock hours per week for not less than 6 weeks to be considered half-time.