



Alaska Commission on Postsecondary Education

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Program Participation Agreement Checklist: Non-Accredited, Non-Authorized Institutions

A complete Program Participation Agreement must be received by ACPE no later than June 30, 2012, for the 2013/2014 program year. Final determination of APS eligibility for each identified career and technical education (CTE) certificate program will include review by the Department of Labor and Workforce Development.¹

Non-Accredited, Non-Authorized Institutions must complete the following forms:

☐ **Application and Certification:** Required for all institutions requesting to administer APS funds.

☐ **Career and Technical Education (CTE) Certificate Program Information:** For purposes of scholarship determination, a CTE certificate program is a terminal non-degree program intended to lead directly to employment. Attach one CTE Certificate Program Information Form for each CTE certificate program.

The following sample documents must be included for each CTE certificate program the institution intends to be APS-eligible:

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

☐ **Authorization for Release of information to the Alaska Commission on Postsecondary Education.**
(Required for sole proprietorships and related non-corporate ownership structures.)

☐ **Audited financial statements for the most recently completed fiscal year.**
(If unavailable, institution must provide **Proof of Educational Institution Surety Bond.**)

¹ Regionally and nationally accredited institutions are exempt from the Department of Labor and Workforce Development program eligibility review.