



# SCHOOL OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT JOB TRAINING SCHOLARSHIP APPLICATION

JULY 1, 2018- JUNE 30, 2019

Please read and complete this application form completely and return it with the required documentation to the School of Continuing Education and Workforce Development by the required due date listed below.

We will contact you regarding your eligibility for the scholarship and to set up an appointment to review your application with a Transition Coordinator. All decisions are contingent upon the availability of funds.

## The student (and parent/guardian if student is a dependent) should fully complete the following:

Date: \_\_\_\_\_ Term: 2018 Fall  2019 Winter  2019 Spring  2019 Summer   
(June start dates only.)

Name (please print): \_\_\_\_\_ AACC# (If current student): \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Note: Only Maryland residents are eligible for scholarships.

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Indicate the eligible certificate program code from the back page of this application: \_\_\_\_\_

First Course: \_\_\_\_\_

Are you an employee or a dependent of an AACC employee?  Yes  No

Are you currently working with a case manager at AAWDC?  Yes  No

Are you a veteran?  Yes  No

Are you a United States Citizen?  Yes  No

If you are **NOT** a U.S. Citizen, list your Alien Registration Number: A \_\_\_\_\_ and your status:

- I am a U.S. Permanent Resident or Conditional Permanent Resident with an I-551 or I-551C card.
- I have an I-94 Arrival-Departure record showing "refugee," "Asylum Granted," "Parolee," or "Cuban-Haitian Entrant" status. (If none of the above, then you are not eligible for this scholarship.)

Number of household members including applicant: \_\_\_\_\_ Gross yearly family income: \_\_\_\_\_

### Please Submit the Following Documents:

1. Copy of **2017 (only)** tax transcript. Please visit <https://www.irs.gov/individuals/get-transcript> to request a copy. If the applicant is of a dependent filing status (under 24 years of age), include parent's or guardian's forms. If you are currently unemployed, please attach a statement explaining the reason for unemployment. If you are married, please include your spouse's tax transcript.
2. Other supporting documents (ex: child support, social services, and social security benefits).
3. A separate statement explaining extenuating family circumstances may be attached.
4. This fully completed scholarship application with signature.
5. Completed Barriers to Employment Assessment.
6. Resume or other document detailing work experience.
7. Attached departmental prerequisite approval, if there are prerequisites to enrolling in the program.

### School of Continuing Education and Workforce Development Scholarship Guidelines

1. Students must be 18 years of age or older, and must demonstrate that they are committed to successfully completing their chosen certificate program. AACC reserves the right to cancel the scholarship at any time if it is determined that a student does not meet income qualifications and/or does not show an interest in successful completion.
2. Scholarship recipients will be notified by email with a letter of intent.
3. Scholarship recipients should bring their award letter to register in person at AACC's Arnold Campus in the Center for Applied Learning and Technology Building.
4. Scholarship funds can only be used to pay for noncredit tuition and fees up to the amount awarded for courses within the certificate programs listed on the next page with a start date in the 2018 Fall, 2019 Winter, 2019 Spring or 2019 Summer (no later than June 30, 2019) term.
5. Students must be in good standing with the AACC business office in order to receive a scholarship.
6. Students will not receive refunds of unused scholarship amounts.
7. Scholarships will be awarded as funds are available. Funds are limited, so students are encouraged to apply by the specified deadline for the best consideration of being awarded.
8. Incomplete applications will **NOT** be reviewed, and all academic information will be verified.
9. If scholarship funds are not used for the specific course noted in the award letter within the approved term, funds may be cancelled and the student will have to reapply.
10. Students must be a resident of Maryland: preference is given to Anne Arundel County residents.

# 2018/2019 SCHOOL OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT JOB TRAINING SCHOLARSHIP APPLICATION

## Application Signature (MANDATORY)

If I am awarded a scholarship I agree to the following:

1. Comply with all of the guidelines noted on the front page of this application.
2. Attend all classes and complete all course assignments. Students who do not complete and/or pass courses may not be eligible for a future Continuing Education and Workforce Development Job Training Scholarship.
3. Complete all required academic assessments, background check, health screen and/or drug test in order to retain a scholarship.
4. Provide AACC with employment status information for up to 12 months after completion of a Continuing Education and Workforce Development Certificate Program.
5. Write a letter of appreciation to the donor who funded the scholarship.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Promptly fax to 410-777-4325, or mail, or deliver the application with supporting documents to the address:

**CPE Program Developer**  
**Center for Applied Learning and Technology Building (CALT 115)**  
**AACC**  
**101 College Parkway**  
**Arnold, MD 21012**

## Eligible certificate programs for the Continuing Education and Workforce Development Scholarship:

### ACCOUNTING & BOOKKEEPING

*CE.ACCT.PRINC-TECH* Accounting Principles Using Technology

### CASINO GAMING AND INDUSTRY

*CE.ACTIBLACKJACK* ACT 1 Blackjack Dealer  
*CE.CASINO.PGT-DEALER* Casino Pai Gow Tiles Dealer  
*CE.CASINO-CARNIVAL* Carnival Games Dealer  
*CE.CASINO-CRAPS* Casino Craps Dealer  
*CE.CASINO-PAIGOW* Casino Pai Gow Poker Dealer  
*CE.CASINO-POKER.ADV* Casino Poker Dealer  
*CE.CASINO-ROULETTE* Casino Roulette Dealer  
*CE.DEALER.MINI-BACC* Mini Baccarat Dealer

### CHILD CARE TRAINING

*CE.CHILD.LD-TEACH* Lead Teacher 90 Hour Preschool Child Care Training

### CONSTRUCTION

*CE.CSTN-EST* Construction Estimating

### CYBER AND TECHNOLOGY

*CE.AUTOCAD* AutoCAD Certified User  
*CE.AUTOCAD3-D* AutoCAD 3-D Modeling  
*CE.CT.RE-ENTRY-PRF* Computer Training for the Re-Entry Professional  
*CE.E-LEARN-DSGN* E-Learning Instructional Design  
*CE.ESS-COMP* Essential Computer Skills for Today's Workforce  
*CE.INFOSYS.SEC-EXAM* Information Systems Security Professional- Exam Prep  
*CE.INFRAS-LIBR.PREP* IT Infrastructure Library v3 Foundation Exam Prep  
*CE.INTRO.MOBL.APP* Intro. to Mobile App Development  
*CE.IT.PROJ-MGMT* IT Project Management  
*CE.IT-SUP* IT Support Specialist  
*CE.MCSD-SPD* MCSD SharePoint Developer Training  
*CE.PC.TECH* PC Technician  
*CE.WEB-DSGN* Web Design

### DENTAL ASSISTANT

*CE.DENTAL-RADIOLOGY* Dental Assisting and Radiology

### FITNESS CERTIFICATION

*CE.YOGA.200* 200 Hour Registered Yoga Teacher

### FLORAL DESIGN

*CE.FLOR-FLORAL-ARRG* Floral Design

### FOOD AND BEVERAGE MANAGEMENT

*CE.BAR.TEND* Bartender

### HEALTH CARE

*CE.CEHS* Certified Electronic Health Records Specialist  
*CE.CNA-GNA* Certified Nursing Assistant/Geriatric Nursing Assistant  
*CE.DIETARY.MGR* Dietary Manager  
*CE.LIC-NURSE-REFRESH* Licensed Nurse Refresher  
*CE.MEDICINE.AIDE* Medicine Aide  
*CE.STERILE-PROC-TECH* Central Sterile Processing Technician

### HVAC

*CE.HVACR-1* HVACR Technician Level One

### TEACHER PROFESSIONAL DEVELOPMENT

*CE.TEACH-ESL* Introduction to Teaching English as a Second Language

### TRUCK DRIVING

*CE.CDL.CLASS-A* Commercial Drivers License: Class A  
*CE.CDL.CLASS-B* Commercial Drivers License: Class B

### VETERINARY ASSISTING

*CE.VET-ASST* Veterinary Assisting

### WELDING

*CE.WELD-MIG* Welding for Work: MIG  
*CE.WELD-STICK* Welding for Work: STICK  
*CE.WELD-TIG* Welding for Work: TIG

## BARRIERS TO EMPLOYMENT ASSESSMENT

*This assessment is designed to help AACC staff determine your readiness for training and employment. Your answers will be reviewed with a Transition Coordinator during intake who will work with you to address any barriers that may prevent your from being successful while in class and/or on the job.*

### PERSONAL AND FINANCIAL

*Please Circle One*

- I am proficient in the English Language..... YES NO  
 If not, I have trouble with:   **Reading**   **Writing**   **Speaking**
- English is commonly spoken in my household ..... YES NO
- If fluent in another language other than English, please name the language: \_\_\_\_\_
- I have reliable transportation to/from work or job search ..... YES NO
- I have a current driver's license ..... YES NO
- I have current insurance on my vehicle ..... YES NO
- I have reliable transportation in order to participate in a job search program ..... YES NO
- I have childcare for employment and/or job search..... YES NO  
 If not, I can obtain childcare..... YES NO
- I have enough income to live on and pay rent/utilities, etc. .... YES NO
- My current living situation is secure ..... YES NO  
 If not, I have an eviction/foreclosure   DATE: \_\_\_\_\_
- I have access to healthcare coverage for myself and/or my family..... YES NO
- My credit history is good..... YES NO
- I currently serve/have served in the military ..... YES NO  
 If yes, I have received an honorable discharge..... YES NO  
 I am currently still in the military (active duty or reserves)..... YES NO
- I am in a shelter or a doubled up situation ..... YES NO
- I have been on public assistance for a long time..... YES NO
- I have a condition that may prevent me from securing and maintaining permanent employment..... YES NO

### LEGAL

- I have been convicted of a felony ..... YES NO
- I have been convicted of a misdemeanor ..... YES NO
- I am currently on parole or probation ..... YES NO
- I am currently involved with bankruptcy court or have been in the past..... YES NO
- I have a child support order ..... YES NO  
 If there is an order, I am having a difficult time making the payments ..... YES NO
- I am concerned about employment discrimination based on gender, race, religion, age, sexual orientation, national origin, etc. .... YES NO



**TRAINING AND WORK EXPERIENCE**

*Please Circle One*

- I have a high school diploma or GED ..... **YES** **NO**
- I have a college degree or other advanced education..... **YES** **NO**
- I have a certification and/or I am licensed..... **YES** **NO**
- I have basic reading and/or math skills ..... **YES** **NO**
- I have some beneficial work experience..... **YES** **NO**
- I feel I have marketable job skills..... **YES** **NO**
- I have been fired from a job ..... **YES** **NO**
- I have been laid off from a job in the last 12 months..... **YES** **NO**
- I have applied for unemployment compensation ..... **YES** **NO**
- I am eligible for unemployment compensation benefits..... **YES** **NO**

**JOB SEEKING KNOWLEDGE AND PREPAREDNESS**

- I have knowledge about careers that are available and currently in demand..... **YES** **NO**
- I have completed a career assessment within the last 12 months ..... **YES** **NO**
- I have completed aptitude and abilities assessments within the last 12 months..... **YES** **NO**
- I do know how to find and apply for a decent job ..... **YES** **NO**
- I have a current resume that I can use to get a job..... **YES** **NO**
- I have the necessary computer skills to find and apply for jobs on the internet..... **YES** **NO**
- I am comfortable completing job applications online *with* attachments..... **YES** **NO**
- I have good personal and/or professional references to include on an application..... **YES** **NO**
- I need help listing my personal strengths and weaknesses and discussing my career goals..... **YES** **NO**
- I could use some help with my interviewing skills..... **YES** **NO**

**COMMENTS**

Please use this space to include any additional comments you feel may be helpful. Please indicate any other barriers that were not mentioned in the assessment. Thank you for your input.

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature of Parent or Guardian (if under 18)**

