

## SHORT TERM TRAINING GRANT PROCEDURE

For AEF purposes, Short Term Training is defined as training of one month or less that is needed to obtain a certificate or license required to take on a job. This program is basically designed to assist eligible unemployed applicants who have a firm bona fide job offer become ready for the offered position. Once employed, each is expected to keep current on the certificate or license required to maintain his/her position.

This benefit is available only ONCE per applicant unless determined otherwise by HR on a case-by-case basis.

### **ELIGIBILITY**

Basic eligibility requirements are the same as for regular AEF scholarships as follows [taken from the Arctic Education Foundation's Operating Procedures]:

- I. Applicant/Award Recipient Eligibility Requirements
  - A. An AEF applicant and award recipient must be either:
    1. A Northern Alaskan Inupiat Native of at least ¼ blood quantum, currently residing in the Arctic Slope Region; or
    2. A direct lineal descendant of an original Class A, B or E Shareholder of the Arctic Slope Regional Corporation ("ASRC"), without regard to:
      - (a) Where such descendent currently resides within the United States;
      - (b) Native blood quantum; or
      - (c) Whether such applicant is a shareholder of ASRC in his or her own right
  - B. An AEF applicant and award recipient must be:
    1. Both a United States citizen AND a United States resident.
    2. A High School Graduate or hold an equivalent General Educational Degree.
    3. At least 17 years of age.

Additional eligibility requirements applicable to AEF's Short Term Training program:

1. Applicant must be unemployed.
  - a. If *employed*, documentation from the employer must be provided that the applicant is in danger of losing his/her job for lack of the certificate or license required to maintain their position.
2. Applicant must have a firm bona fide job offer.
  - a. If there is *no* bona fide job offer, HR may determine that the training is required for the applicant to become job-ready.
3. Applicant must provide to HR information on:
  - a. The purpose of the training;
  - b. The entity providing the training;
  - c. The date and times of the proposed training;

### **APPLICATION**

The application form for Short Term Training is attached. Each completed Short Term Training application must be submitted to the Human Resources Department of the Arctic Slope Regional Corporation prior to the start of training. Applications submitted after the training has commenced will not be considered.

ASRC Human Resources will have in place a system to determine the applicability and feasibility of the requested training for each individual applicant.