



# APPLICATION INSTRUCTIONS

## 2016 – 2017

# Career & Technical Education (CTE) Scholarships and Tuition Awards



The Career and Technical Education Scholarships and Tuition Awards are for outstanding Career and Technical Education (CTE) students. The awards cover UP TO ONE year of tuition only (no other expenses) for those students who have excelled in their Career and Technical Education (CTE) areas. Eligible candidates are those who are (1) planning on attending a postsecondary institution in a CTE program that is a two-year Associate Degree program or less (preceding immediate employment in that area) OR (2) those who are planning to **teach** in a CTE area (a four-year program). *All other four-year degree programs will be disqualified.*

These CTE awards are sponsored by the Utah State Office of Education (USOE) with funds for the awards coming from each of the participating postsecondary institutions. Institutions cover **up to one-year's tuition**. Awards are **NOT** transferable to any other institutions. CTE Scholarships may **ONLY** be applied toward future programs, and not any expenses incurred as a high school student. Please note---Salt Lake Community College does NOT include the Salt Lake School of Applied Technology on State Street. There are NO scholarships at Snow College – EPHRAIM. The approximate number of CTE scholarships offered from each institution follows in parenthesis. Please visit the CTE scholarship website for details about exact tuition award amounts and criteria for each institution (<http://schools.utah.gov/cte/scholarships.html>).

### **Bridgerland ATC (8)**

**USU Eastern – Price (2)**

**USU Eastern – San Juan (2)**

**Davis ATC (10)**

**Dixie ATC (1)**

**Dixie State University (4)**

### **Mountainland ATC (10)**

**Ogden-Weber ATC (12)**

**Salt Lake Community College (20)**

**Snow College-Richfield (2)**

**Southern Utah University (1)**

**Southwest ATC (3)**

### **Tooele ATC (3)**

**Utah Valley University (20)**

**Uintah Basin ATC (2)**

**Weber State University (7)**

Students should work with their (1) high school counselor and (2) a CTE teacher when completing this application form and portfolio. Awards are **ONLY** to the above-mentioned institutions, i.e., if an institution is not listed above, they are NOT offering these particular CTE Scholarships.

Advisors, parents, and others should follow directions in the student portfolio and application forms EXACTLY to ensure that portfolios/applications are accepted and considered for awards. Please be aware that CTE Scholarships are valid only if the student attains and maintains full-time status at the college or university to which the award is given.

Teachers and counselors, please inform eligible applicants that the odds of receiving an award in Year 2016 were 1:2. The monetary value of their spending four to five hours preparing an application could yield them well over \$1,500.00. Do the math. What is the potential hourly payback for preparing and applying?

If you have any additional questions or comments:

TC Tomlin (801)538-7875, or Rachel Bolin (801)538-7843

## **APPLICATION REQUIREMENTS**

1. Each applicant must have complete graduate status. In other words, each applicant must be a senior who will graduate from a Utah-sponsored, public secondary school before September 15, 2016.
2. All students are eligible to apply for the scholarship---assuming he/she meets all other criteria listed in the application and is a Career and Technical Education (CTE) student either completing or continuing courses in one of the following CTE areas: Agriculture, Business, Family and Consumer Sciences, Health Science, Information Technology, Marketing, Technology and Engineering, or Skilled and Technical Sciences.

3. Each nominee must have a valid Career and Technical Education occupational goal.
4. Each nominee must check if the CTE program he/she wants to take is actually offered at the institutions he/she wants to attend. Sources of information for this are the Student Guide Book (given to seniors), school counselors, and/or on the websites of participating institutions. PLEASE BE AWARE: Dixie Applied Technology College require a cumulative GPA above 3.0 for admission to their institution and/or to keep the scholarship active.
5. Immediate employment after completing the training program is a requirement for all potential award recipients who enter Associate Degree or less programs and for those entering four-year CTE teacher education programs. It must be clearly stated in the student's narrative as to what employment the student intends to seek and how the student plans to obtain that employment once the training is completed.
6. To be considered for this scholarship, you must be lawfully present in the United States.
7. Must be a Utah Resident.
8. Each nominee must complete ALL aspects of the PORTFOLIO and send it to the Utah State Office of Education. Please see the "Portfolio Requirements and Application form" section to see what a completed portfolio includes. Please print legibly or type the application form and be sure to check grammar and spelling. Please be sure that ALL aspects of the portfolio and application form are completed. The judges will **not** call students for missing pieces.
9. The application must be postmarked by Monday, February 22, 2016. The application/portfolio must be *stapled* together. **No** other form of binding will be accepted. Please do NOT submit personal photos of any kind.
10. You may accept other private scholarships, but be aware that you cannot accept this and another scholarship from the same college or university.
11. Please be honest. Do **not** apply if your intentions do not match ALL aspects of the preceding application requirements, #1-7.

### Critical Timeline

- Monday, February 22, 2016----Student's application postmarked to USOE
- Friday, March 11, 2016----USOE notifies award recipients only  
(If you have NOT received a written response by April 18, 2016, chances are you are NOT a recipient of a scholarship)
- Thursday, March 31, 2016----Recipients must fax response to USOE (801-538-7868) or email [Theresa.tomlin@schools.utah.gov](mailto:Theresa.tomlin@schools.utah.gov)  
(Scholarships offered but not confirmed by 5pm on this date will be awarded to another applicant)
- Tuesday, April 26, 2016----Notification by USOE mailed to those NOT receiving awards
- Tuesday, April 19, 2016----Reception and Banquet for award recipients will be held at Salt Lake Community College, 4600 South Redwood Road, in the Student Center "Oak Room" from 10:30 a.m. to 1:30p.m.

**Please be aware that NO awards will be individually distributed by USOE at high school award assemblies.**



# PORTFOLIO REQUIREMENTS



2016 – 2017

## Career & Technical Education (CTE) Scholarships and Tuition Awards

All areas listed below **MUST** be completed and **included** to be considered for an award.

Your portfolio should be designed to **highlight** the qualifications you have and it is highly recommended that it be no more than 10 pages long. Be sure to work with your high school guidance counselor and a CTE teacher on your portfolio and the application form. Please **do not** put any part of the application or portfolio into sheet protectors, plastic binders, report covers, etc. **Simply staple the portfolio in the top left corner.** The portfolio must contain these items in the **FOLLOWING ORDER:**

A. **APPLICATION FORM (3 PAGES)**

- Please complete the application form. Please make sure ALL phone numbers and email addresses are correct – we use these as your contact information.
- Please make sure ALL 4 Signatures are obtained on the signature page.

B. **PERSONAL DATA SHEET / RESUME**

Please include:

- CTE courses completed.
- CTE Skill Certificates obtained (you are not required to have skill certificates to be eligible, but it does enhance your application). Please include a copy of each skill certificate earned.
- Work experience.
- Awards and honors.
- Membership in clubs and organizations. (CTSO's: DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA & TSA) List if you are a member or hold a position. This could also be in Leadership & citizenship/service – see next line.
- Leadership and citizenship/service experiences (service positions held in school, community, church, etc.).

C. **EDUCATION AND OCCUPATIONS PLANS**

Please write a short narrative outlining the following areas:

- Personal goals, both educational and occupational. Please highlight your two-year CTE training and occupational goals or your four-year CTE teaching goals.
- The steps necessary to reach your educational and occupational career goals including:
  - a. Where training for your goals is available.
  - b. What experience is required to enter and succeed in your occupational goal/area.
  - c. What you plan to do for employment after your training is completed and how you plan to enter your chosen field.
- How did the CTE courses you took in high school prepare you for life after high school – college and career?
- Did you focus in a CTE Pathway in high school? If so, which one?

D. **LETTERS OF RECOMMENDATION (Two letters are required and they MUST BE SIGNED)**

- From a CTE teacher.
- From another teacher, high school counselor, principal, or community person who knows your strengths and abilities.

E. **TRANSCRIPT OF CREDITS**

- On your official high school transcripts, please **HIGHLIGHT** all CTE courses completed. Please have the transcripts signed by your high school counselor or have the transcripts stamped with the school seal.



# APPLICATION FORM

## 2016 – 2017

### Career & Technical Education (CTE) Scholarships and Tuition Awards



*Print legibly or TYPE - - ALL items MUST be filled in.*

Name of Student \_\_\_\_\_

Address of Student

Street and/or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell phone of student \_\_\_\_\_  
(if available)

Email of Student \_\_\_\_\_

Parent Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Parent Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Your HIGH SCHOOL (not an ATC) \_\_\_\_\_ City \_\_\_\_\_

I am a U.S. Citizen:  Yes  No

If No, are you lawfully present in the U.S.?  Yes  No

I am a Utah Resident:  Yes  No

**Choices of Institutions:** Please choose up to THREE (3) institutions that you would be willing to attend from the following list. If you list only one institution choice and it is unavailable for a tuition award we will NOT give you an award to any other institution. Please note: Salt Lake Community College does NOT include the Salt Lake School of Applied Technology (formerly the Skills Center) on State Street. No scholarships are offered from Snow College – Ephraim. Please do not list any other colleges than those listed below. The approximate number of CTE Scholarships offered from each institution is listed in parenthesis after each school's name.

**Bridgerland ATC (8)**  
**USU Eastern – Price (2)**  
**USU Eastern – San Juan (2)**  
**Davis ATC (10)**  
**Dixie ATC (1)**  
**Dixie State University (4)**

**Mountainland ATC (10)**  
**Ogden-Weber ATC (12)**  
**Salt Lake Community College (20)**  
**Snow College-Richfield Only (2)**  
**Southern Utah University (1)**  
**Southwest ATC (3)**

**Tooele ATC (3)**  
**Utah Valley University (20)**  
**Uintah Basin ATC (2)**  
**Weber State University (7)**

I meet admission standards

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Your post-high school CTE Occupational Goal: \_\_\_\_\_

(Be specific – example: welder, accountant, carpenter, business ed teacher, dental assistant, childcare, fashion merchandiser, etc.)

To qualify for an Award, your CTE occupational goal must be (1) to pursue a post-high school CTE **training program requiring two years** (Associates degree) **or less** for completion **OR** a four-year teaching degree in one of the CTE areas **AND** (2) to enter employment immediately upon completion of the training program.

**Career and Technical Education Area of Emphasis:**

**(Check one program area only that best matches your future career goal)**

- Agricultural Education**  
Agricultural Systems Technology  
Animal Systems  
Food Production & Processing Systems  
Natural Resources Systems  
Plant Systems  
Other \_\_\_\_\_
- Business & Marketing Education**  
Accounting & Finance  
Business Administrative & Technical Support  
Entrepreneurship & Management  
Hospitality & Tourism  
Marketing  
Other \_\_\_\_\_
- Family & Consumer Sciences Education**  
Consumer Economics Services  
Early Childhood Education  
Family & Human Services  
Fashion Design, Manufacturing & Merchandising  
Food Science, Dietetics & Nutrition  
Food Services & Culinary Arts  
Interior Design  
Other \_\_\_\_\_
- Health Science Education**  
Biotech Research & Development  
    Biotechnology  
Diagnostics  
    Clinical Laboratory & Medical Forensics  
Health Informatics  
    Medical Office Administrative Assistant  
Therapeutic Services  
    Dental  
    Emergency Medical Technician (EMT)  
    Medical Assistant  
    Nursing  
    Pharmacy  
    Surgical Technician  
    Therapeutic Rehabilitation/Exercise  
Other \_\_\_\_\_
- Information Technology Education**  
Digital Media  
Network & IT Support  
Programming/Software Development  
Web Development & Administration  
Other \_\_\_\_\_
- Skilled & Technical Sciences Education**  
Building Trades  
    Carpentry  
    Electrician  
    HVAC  
    Plumbing  
Communication  
    Radio Broadcasting Technician  
    Television Broadcasting Technician  
Mechanics & Repairs  
    Automotive Collision Repair  
    Automotive Service Technician  
    Electronics  
    Heavy Duty Diesel  
Personal Services  
    Cosmetology/Barbering  
    Esthetician/Nail Technician  
Precision Production Trades  
    Cabinetmaking/Millwork  
    Design Technology  
    Graphics/Printing  
    Machine Tool  
    Welding  
Protective Services  
    Firefighting  
    Law Enforcement  
Transportation & Material Moving  
    Aviation Technology  
Visual Arts  
    Commercial Art  
    Commercial Photography  
Other \_\_\_\_\_
- Technology & Engineering Education**  
Pre-Engineering  
(Utah Pre-Engineering Program)  
Project Lead the Way  
(National Pre-Engineering Program)  
Other \_\_\_\_\_



Learning that works  
for Utah

Links for CTE Pathway information can be found at:

<http://www.utahcte.org/about/what-is-CTE-pathway.php>

**Application Validation:**

We have done the following:

1. Read, understood, and completed all rules and requirements of the CTE Scholarships and Tuition Awards application process, and
2. Determined that the student is seeking
  - A **two-year Associate degree** or less OR
  - A four-year **teaching degree** in a **CTE area**, AND
  - Employment immediately after completing the training
3. Determined whether or not the institution the student plans to attend (and apply for) actually has the program of study the student is seeking

\*\*\* Four-year degree programs of any other kind will disqualify the student from consideration.

**Signatures: (ALL FOUR SIGNATURES ARE REQUIRED)**

1. \_\_\_\_\_  
Signature of Student
2. \_\_\_\_\_  
Signature of Nominating Career & Technical Education (CTE) Teacher
- I, the **High School Guidance Counselor OR High School CTE Coordinator**, have reviewed the post-secondary admission requirements with the above student and the student meets the admission criteria for the institutions which he/she has selected.
- I, the **High School Guidance Counselor OR High School CTE Coordinator**, have also reviewed the post-secondary admission and guideline requirements with the above student and advised them of the following criteria: **As indicated in these guidelines, scholarships must be used specifically in Career and Technical Education areas/curriculum. Scholarship recipients who do not use scholarships as stipulated will find scholarships being revoked by the awarding institutions.**
- I attest that this scholarship applicant is **on track to graduate THIS school year.**
3. \_\_\_\_\_  
Signature of High School Guidance Counselor / High School CTE Coordinator
- I, the parent/guardian, give my permission for CTE to use a school photo and/or photos from the CTE Scholarship Banquet and/or the narrative, or portion of the narrative, from the Education and Occupations Plans section of this application in CTE publications and on CTE websites – schools.utah.gov/cte, UtahCTE.org, UACTE.org, and ACTEonline.org – and the Utah CTE communities of Twitter and Facebook. I hereby release USOE, and any of its associates or affiliate companies, their directors, officers, agents, faculty, staff, students, and customers and any and all appointed advertising agencies, their directors, officers, agents, and employees from all claims of every kind on account of such use or reproduction.
4. \_\_\_\_\_  
Signature of Parent/Guardian

Return packet to:           Attn: TC Tomlin  
                                       CTE Scholarships and Tuition Awards  
                                       Utah State Office of Education  
                                       250 East 500 South  
                                       P.O. Box 144200  
                                       Salt Lake City, UT 84114-4200

**POSTMARK DEADLINE by midnight - Monday, February 22, 2016**  
**HAND DELIVER DEADLINE by 5:00 p.m. – Monday February 22, 2016**