

The Chickasaw Nation
Department of Education

Career and Technical Education Assistance Program Student Handbook



Education Resources Division



The Chickasaw Nation
Bill Anoatubby, Governor

Career and Technical Education Assistance Program Student Handbook

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Introduction:

The Chickasaw Nation Career and Technical Education (CTE) Assistance Program is available to part-time and full-time Chickasaw students attending a state or nationally accredited career technology center, trade school or privately licensed training facility, whereby graduating Chickasaw students receive a professional certification or license upon completion of the program, advanced or graduate certifications at college and universities, bridge programs, continuing education, license renewal coursework and other programs that may not lead to a traditional certification but can be the next step in the citizen’s career path are considered on a case-by-case basis. CTE assistance program students must be Chickasaw citizens. Eligibility is not income-based, and applicants are not required to live within the treaty territory of the Chickasaw Nation to qualify for this program. CTE assistance program students must be 18 years of age. Minors under the age of 18 will be considered on a case-by-case basis. The field of study is not limited to any particular discipline. The CTE assistance program may fund up to five professional certifications. If seeking CTE assistance program funding for multiple programs, the field of study must be related (e.g., phlebotomy, certified nursing assistant, certified medication aide, welding, tungsten inert gas welding, advanced welding). The primary objective of this program is to provide supplemental educational needs for all Chickasaw students. Funding is intended to minimize the financial responsibility of the student, however, seeking financial support such as federal aid is encouraged where applicable. Chickasaw students enrolled in degree-seeking programs must apply through the Chickasaw Nation Higher Education Program.

Definitions:

1. *Certificate of completion* - A document issued by a school or training facility stating the student has completed the required curriculum set forth by that school or training facility.
2. *Full-time programs* - Programs at a state or nationally accredited career technology center, trade school or privately licensed training facility being at least nine calendar months or longer and/or 1,000 training clock hours of in-class training.
3. *Part-time programs* - Less than 1,000 training clock hours and/or less than nine months of in-class training.
4. *Professional certification* - A document that is issued by a state or nationally accrediting institution stating the school or training facility’s curriculum within a course of study has been audited and recognized by either federal, state, or industry standards. Upon completing the audited curriculum of an accredited institution or program, students are professionally certified or licensed in a particular field of study.

5. *Self-paced programs* - All self-paced programs are defined as part-time programs. These courses are designed for students to set and meet their deadlines. The length of time a student takes to complete a self-paced program will not be taken into consideration for award purposes.

CTE assistance program application deadlines:

- A. Applicants must submit a completed CTE assistance program application (Form 10572) before the start of their professional certification program to be considered for funding.
- B. Incomplete CTE assistance program applications or CTE assistance program applications received after the certification program completion date will not be processed.
- C. Notification of missing documentation will be handled by email. If the applicant does not have an email address, notification of missing documentation will be mailed by U.S. Postal Service.
- D. All notifications detailing incomplete CTE assistance program applications are sent to applicants as a courtesy and as time allows. It is the responsibility of the applicant to ensure that CTE assistance program applications and documentation are received.

Grants:

- A. CTE Grant
- B. Exam and Licensure Assistance Grant
- C. Textbook, Supplies and Digital Learning Grant
- D. Graduation Cord Program
- E. Certification Completion Incentive

Guidelines/award amounts:

Chickasaw students applying for the above-mentioned grants must meet the guidelines for each award as described below.

A. CTE Grant:

Assists part-time and full-time Chickasaw students with the payment of tuition and fees attending a state or nationally accredited career technology center, trade school or privately licensed training facility, whereby graduating Chickasaw students receive a professional certification or license, advanced or graduate certifications at college and universities, bridge programs, continuing education, license renewal coursework and other programs that may not lead to a traditional certification but can be the next step in the citizen's career path are considered on a case-by-case basis.

- 1. CTE grants will not exceed \$6,000 and will be issued directly to the institution where the CTE assistance program student is enrolled in a professional certification program (does not include living expenses or transportation costs).
- 2. The CTE assistance program student's federal and/or state financial aid award will be taken into consideration when processing

the CTE grant award amount. Although not a requirement, seeking financial support such as federal aid is encouraged where applicable.

3. If a CTE assistance program student pays tuition costs it will be at the training facility's discretion to reimburse the student after the institution receives funding from the CTE assistance program.
4. Funding may not be awarded for the same certification more than once.
5. Students must provide the following:
 - a. A completed CTE assistance program application Form 10572. Form 10572 is accessible to complete online at www.Chickasaw.net/Services/Career-Technology-Program.aspx.
 - b. Invoice or billing statement from the training facility which itemizes all program costs.
 - c. High school transcript, high school equivalency or college transcript (eligibility is not dependent on completion or grade point average).

B. Exam and Licensure Assistance Grant:

Assists part-time and full-time Chickasaw students attending or who have received a professional certification or license from a state or nationally accredited career technology center, trade school or privately licensed training facility in a field of study that requires additional examination or licensure once a program has been completed (e.g., nursing license, commercial driver's license, cosmetology license).

1. Assistance up to \$500 is provided on a one-time basis per professional certification or license fee per Chickasaw student.
2. To receive reimbursement, the CTE assistance program student must submit the following:
 - a. An original itemized receipt with the vendor's name and amount paid.
 - b. Copy of the professional certification or license.
 - c. Documents must be submitted to the CTE assistance program within six months from the date of the exam.
3. To receive pre-payment, the CTE assistance program student must provide the following:
 - a. An original itemized invoice generated by the testing site or a copy of exam registration or licensure.
 - b. All pre-payments will be made payable to the vendor and then mailed to the CTE assistance program student to process with registration. If the vendor does not accept company or third-party billing checks, the CTE assistance program student must receive reimbursement for the exam or licensure fee.
4. CTE assistance program students may not receive funding for the same exam or licensure fee twice due to incompleteness or an unsuccessful score.
5. Membership fees and renewal fees are not covered by the CTE assistance program.

C. Textbook, Supplies and Digital Learning Grant:

Provides assistance for required textbooks, supplies and digital learning items as determined by the Chickasaw student's program. Students may qualify for up to \$800 once per certification program (laptops are awarded once per student's educational career). Awards will be disbursed as reimbursements or on a prepayment basis (if applicable to the institution). CTE assistance program students may be required to provide documentation that textbooks, supplies and digital learning items are required for their course of study.

1. High school Chickasaw students enrolled in a professional certification or license program at a state or nationally accredited career technology center, trade school or privately licensed training facility may be eligible for up to \$250 per certification.
2. Full-time Chickasaw Nation employees are ineligible.
3. Student must select either reimbursement, pre-paid VISA gift card or a laptop to be shipped directly to student's address.

a. Pre-paid VISA gift card:

If a student selects the pre-paid VISA gift card, they will have one year from the date of the load to use all monies. If a balance remains after one year, the balance will be removed and deposited back into the Chickasaw Nation account and the student will forfeit that amount.

i. Misuse or attempted misuse of the pre-paid VISA gift card will result in the immediate suspension of the remaining funds available.

ii. Pre-paid VISA gift card balances may be checked at <https://www2.consumercardaccess.com/main/ChickasawNation/Home>.

b. Reimbursement:

Reimbursement checks will be issued at the face value of the submitted receipts, not to exceed \$800. The request for reimbursement must be made within six months after receipt of payment and within one year of the original award date.

c. Laptop:

A laptop up to \$800 value will be shipped directly to the student's address. Laptops are a basic model. The postsecondary education office can provide current model information. Awarded once per student's educational career. The Chickasaw Nation and the postsecondary education program are not responsible for any expenses incurred for warranty work, technical issues or upgrades to computers. The postsecondary education office will not replace lost or stolen laptops.

Acceptable digital learning grant purchases include:

1. Textbooks in all forms
2. Required supplies and equipment as determined by the student's program

3. Productivity and learning application subscriptions for writing tools, note-taking, research, organization, flashcards or tutoring (Grammarly, ProWritingAid, etc.) Generative AI tools, software, websites, subscriptions and other tools that are used beyond optional aids and supplemental learning will not be approved and should be used ethically, responsibly and in accordance with the school's academic integrity policies. It remains the student's responsibility to engage with credible, valid sources and adhere to their school's policies.
4. Laptop
5. Tablet
6. Desktop
7. E-reader
8. Monitor
9. Calculator
10. Mobile hot spot for reliable internet
11. Noise-cancelling headphones
12. Digital audio recorders
13. External hard drives
14. Flash drives
15. Cloud storage
16. Portable chargers
17. Power strips
18. Surge protectors
19. Ethernet cables
20. Printers
21. Printer ink
22. All-in-one devices

Unacceptable digital learning grant purchases include but are not limited to:

1. Smart home devices
2. Bluetooth speakers
3. Docking stations
4. Gaming systems
5. Alcohol
6. Personal hygiene products (e.g., shampoo, lotion, perfume, makeup)
7. Jewelry
8. Personal bills
9. Music/videos
10. Gas
11. Groceries (fast food)
12. Tobacco products
13. Clothing (of any kind)
14. Backpacks and basic office supplies (e.g., pens, pencils, paper, Scantrons)
15. Vehicle expenses
16. Transportation expenses

D. Graduation Cord Program:

Limited to full-time graduating Chickasaw students at any state or nationally accredited career technology center, trade school or privately licensed training facility whereby students receive a professional certification or license upon completion of their program. Eligibility is limited to one award per Chickasaw student per certification. The Chickasaw student is responsible for obtaining permission from their school to wear the graduation cord during commencement. Application must be submitted six months prior to the completion date.

E. Certification Completion Incentive:

Available to graduated Chickasaw students once per certification. CTE assistance program students must provide a final transcript, diploma or licensure showing certification has been awarded within six months of the course completion date. Award amounts are based strictly on training clock hours as follows:

Training clock hours	Award amount
99 hours or less	\$50
100 hours - 250 hours	\$100
251 hours - 500 hours	\$200
501 hours - 750 hours	\$300
751 hours or more	\$400

Full-time employees of the Chickasaw Nation are ineligible to receive the certification completion incentive.

Funding continuance:

The CTE assistance program may fund up to five professional certifications per CTE assistance program student. CTE assistance program students must submit documentation of each completed certification to be considered for additional funding. For Chickasaw students seeking additional funding for multiple certifications, the field of study must be related (e.g., private pilot, commercial pilot, flight instruction). Funding for programs of study not in relation to previous funding will be considered on a case-by-case basis. CTE assistance program students may be required to submit written justification for consideration to switch fields of study if there is not a direct correlation to previously funded certification(s).

Change of study or transfer:

CTE assistance program students who change their field of study or transfer to other facilities must notify the CTE assistance program before changing fields or facilities. Funding received for classes through the CTE assistance program may be transferred to pay for the new field of study if the funds are considered transferable by the training facility and the CTE assistance program student is continuing in a professional certification or license program. If funds are not considered transferable and additional costs are incurred, the CTE assistance program will handle payment on a case-by-case basis.

Disputes:

Any dispute over Chickasaw student eligibility will be decided by the education resources division.