



2018 Career and Technical Education Scholarships and Tuition Awards

APPLICATION INSTRUCTIONS AND INFORMATION

The Career and Technical Education (CTE) Scholarships and Tuition Awards are for outstanding CTE students. The scholarships/awards are sponsored by the Utah State Board of Education (USBE) with funds provided by participating higher education institutions. The award amount varies by institution. Below is the list of participating institutions, the number of scholarships/awards offered, and the amount of the scholarship/award.

Institution	Number of Scholarships/Awards Available Amount of Each Scholarship/Award	
Bridgerland Technical College	8	\$1,000.00 tuition awards.
Davis Technical College	10	\$1,500.00 tuition awards.
Dixie Technical College	2	Full tuition scholarships. (Amount varies by program hours.)
Dixie State University	4	One-year tuition scholarships.
Mountainland Technical College	15	One-year tuition scholarships.
Ogden-Weber Technical College	12	One-year tuition scholarships or \$1,800.00 tuition awards.
Salt Lake Community College	20	One-year tuition awards in the form of a tuition waiver. No student fees are covered.
Snow College — Richfield	2	\$1,000.00 tuition awards.
Southern Utah University	1	One-year tuition scholarship.
Southwest Technical College	3	\$1,000.00 tuition awards.
Tooele Technical College	4	\$500.00 awards covering tuition and fees.
Uintah Basin Technical College	2	One-year tuition scholarships.
USU — Moab	1	\$2,000.00 tuition award. (\$1,000.00 per semester for two semesters.)
USU Eastern — Price	2	\$2,000.00 tuition awards. (\$1,000.00 per semester for two semesters.)
USU Eastern — San Juan	2	\$1,000.00 tuition awards. (\$500.00 per semester for two semesters.)
Utah Valley University	20	One-year tuition scholarships. (Not renewable.)
Weber State University	7	\$1,800.00 tuition awards.

- CTE Scholarships and Tuition Awards are ONLY offered to the higher education institutions listed above. (Note: There are no scholarships at Snow College – Ephraim.)
- The CTE scholarships/awards may ONLY be applied toward future programs, and not toward any expense incurred as a high school student.
- Scholarships/awards are NOT transferable to another institution.
- For detailed scholarship/award information for each institution, visit the Scholarships and Tuitions Awards website at <http://schools.utah.gov/CTE/main/Scholarships.aspx>.
- Students should work with their high school counselor and a CTE teacher when completing this application form and portfolio.
- Advisors, parents, and others should follow directions in the application form and student portfolio **EXACTLY** to ensure that the application and portfolio is accepted and considered.

Questions? Contact: Rachel Bolin 801-538-7843.

APPLICATION REQUIREMENTS

1. To be eligible to apply for a CTE Scholarship and Tuition Award the applicant must (1) be currently enrolled in a Utah public secondary school, (2) be a high school senior, (3) meet all of the criteria listed in the application, (4) be in the process of completing or continuing courses in one of the following CTE program areas — Agriculture, Food and Natural Resources; Architecture and Construction; Arts, Audio/Visual Technology and Communications; Business Management/Finance/Marketing; Education and Training; Engineering and Technology; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections and Security; Manufacturing; or Transportation, Distribution and Logistics.
2. The applicant must have completed graduate status. In other words, the applicant must be a high school senior who will graduate from a Utah public secondary school before September 1, 2018.
3. The applicant must have a valid Career and Technical Education occupational goal. The occupational goal must be clearly stated in the applicant’s narrative—what employment the applicant intends to seek and how the applicant plans to obtain employment once the training is completed.
4. The applicant must verify with the postsecondary institution that the CTE program he/she wants to enroll is offered at the institution. For detailed tuition award amounts, and the criteria for each institution, visit the “Institution Information” section on the CTE Scholarships and Tuition Awards website at <http://schools.utah.gov/CTE/main/Scholarships.aspx>.
5. The applicant must be lawfully present in the United States and must be a current Utah resident.

6. The applicant must complete the online application, including all aspects of the portfolio, and submit it to the Utah State Board of Education no later than **Friday, February 5, 2018**.
7. The applicant must mail all additional portfolio materials to the Utah State Board of Education, postmarked no later than **Friday, February 5, 2018** or hand-deliver the portfolio materials to the address below: (**Note: both the street address and P.O. Box MUST be included.**)

Rachel Bolin
Utah State Board of Education
CTE Scholarships and Tuition Awards
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

8. The applicant may accept other private scholarships. However, be aware that at some participating institutions applicants cannot accept a CTE Scholarship and Tuition Award and another scholarship from the same institution.
9. Note the following critical dates:
 - **Friday, February 5, 2018:** Online application submitted to USBE.
 - **Friday, February 5, 2018:** Portfolio hand-delivered to USBE, or mailed. If mailed, the portfolio **MUST** be postmarked February 5, 2018.
 - **Wednesday, February 28, 2018:** Award recipient/winners notified by mail. (If you do not receive a written award notice by Tuesday, April 24, 2018 you are not a recipient of a scholarship.)

NO AWARDS WILL BE INDIVIDUALLY DISTRIBUTED BY USBE AT HIGH SCHOOL AWARDS ASSEMBLIES.

10. Visit the “Scholarships and Tuition Awards” website at <http://schools.utah.gov/CTE/main/Scholarships.aspx> to view the timeline of all dates, including the CTE Scholarships and Tuition Awards Banquet that will be held to honor scholarship recipients, Wednesday, April 26, 2018.

PORTFOLIO REQUIREMENTS

2018 Career and Technical Education Scholarships and Tuition Awards

All areas listed below **MUST** be completed and **INCLUDED** in the portfolio in order to be considered for a CTE Scholarship and Tuition Award.

Please DO NOT put any part of the portfolio into sheet protectors, plastic binders, or report covers. The portfolio must include the items below in the FOLLOWING ORDER:

1. APPLICATION

- Complete the online application form.
- Verify that ALL phone numbers and email addresses are correct. (USBE/CTE will use this information to contact you.)
- Submit application by filling out the fillable PDF application:

Step 1: Fill out the PDF

Step 2: Save the PDF to your computer, rename the file to your last name - first name.

Step 3: Attach the file to an email and send it to Rachel Bolin at rachel.bolin@schools.utah.gov. The fillable PDF works best on a PC opened in Internet Explorer or Microsoft Edge. Make sure you have the latest version of Adobe Reader installed on your machine. Mac Users: Adobe PDF files by default on a Mac are opened in Mac Preview. The only way to submit the PDF form is to actually open the PDF in Adobe Acrobat Reader with the Safari browser.

2. SIGNATURE PAGE

- Print out the personal information and signature pages and make sure ALL four signatures are included.

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

- One letter from a CTE teacher.
- One letter from another teacher, high school counselor, principal, or community person who knows your strengths and abilities.
- Send the original letters—copies will not be accepted.
- Verify that each letter is signed by the person writing the letter.

4. TRANSCRIPT OF CREDITS

- On your official high school transcript **HIGHLIGHT** all of the CTE courses you have completed.
- Have your transcripts signed by your high school counselor/registrar or have the transcripts stamped with the official school seal.

5. SEND YOUR PORTFOLIO TO THE UTAH STATE BOARD OF EDUCATION, including

- 1. Personal information page and signature page with all four signatures.
- 2. Two signed letters of recommendation.
- 3. Your official high school transcript highlighted with all of the CTE courses you have completed. The transcript must be signed by the school counselor/registrar or stamped with the official school seal.
- 4. Mail ALL of the above portfolio materials to the following address: (Note: Both the street address and the P.O. Box MUST be included.)

Rachel Bolin
Utah State Board of Education
CTE Scholarships and Tuition Awards
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Both the online application (emailed) AND the portfolio (mail or hand delivered) need to be received for your application to be complete!

APPLICATION FORM

2018 Career and Technical Education Scholarships and Tuition Awards

Student's First Name: _____ Student's Last Name: _____

Student's Address: _____

City _____ State _____ Zip Code _____

Home Phone Number: _____ Cell phone of student: _____

Student's Email: _____

Parent Name: _____ Phone Number: _____

Parent Name: _____ Phone Number: _____

Parent Email Address: _____

Student's High School: _____ School District: _____

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

Postsecondary Institutions:

From the list below, **choose TWO postsecondary institutions that you would like to attend.** If you list only one institution choice and it is unavailable for a scholarship/tuition award we will NOT give you a scholarship/award to another institution. (Do not request a postsecondary institution that is not listed below.) The approximate number of CTE Scholarships and Tuition Awards offered from each institution is listed in parenthesis after each school's name.

Bridgerland Technical College (8)
Davis Technical College (10)
Dixie Technical College (2)
Dixie State University (4)
Mountainland Technical College (15)
Ogden-Weber Technical College (12)
Salt Lake Community College (20)
Snow College-Richfield ONLY (2)
Southern Utah University (1)

Southwest Technical College (3)
Tooele Technical College (4)
Uintah Basin Technical College (2)
USU – Moab (1)
USU Eastern – Price (2)
USU Eastern – San Juan (2)
Utah Valley University (20)
Weber State University (7)

1st Choice _____

2nd Choice _____

By checking this box you confirm that you have reviewed the admission standards for the institution listed as your first and second choice, and that you qualify for admission to each institution.

Signature Page and Application Validation:

We have done the following:

1. Read, understood, and completed all rules and requirements of the CTE Scholarships and Tuition Awards application.
2. Determined that the applicant is seeking:
 - A one-year certificate program or a two-year associate degree, OR
 - A four-year degree in a CTE area.
 - Plans on employment immediately after completing the training.
3. Determined whether or not the institution the applicant plans to attend (and apply for) actually has the program of study the applicant is seeking.

Student's First Name: _____ **Student's Last Name:** _____

Signatures: (ALL FOUR SIGNATURES ARE REQUIRED)

1. _____
Signature of Student

2. _____
Signature of Nominating Career and Technical Education (CTE) Teacher

I, the **High School Counselor OR High School CTE Coordinator**, have reviewed the postsecondary admission requirements with the above student applicant and the student meets the admission criteria for the institutions which he/she has selected.

I, the **High School Counselor OR High School CTE Coordinator**, have reviewed the postsecondary admission and guideline requirements with the student applicant and advised him/her 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 student applicant is **on track to graduate THIS school year.**

3. _____
Signature of High School Counselor or 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 portfolio 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 USBE, 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

Print and return the signatures pages 6-8 to the following address: (Note: both the street address and P.O. Box MUST be included.)

Rachel Bolin
Utah State Board of Education
CTE Scholarships and Tuition Awards
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

POSTMARK DEADLINE:

February 5, 2018

HAND DELIVERY DEADLINE:

5:00 p.m. Friday, February 5, 2018

Make sure you submit the the fillable PDF application via email and the signature pages, letters of recommendation, and official transcripts via mail or hand delivered! We need to receive all documents for your application to be complete.

Enter your first and last name:

APPLICATION FORM

What is your post-high school CTE Occupational Goal?

(Be specific, for example: accountant, business education teacher, carpenter, dental assistant, interior designer, mechanical engineer, veterinarian, welder, etc.)

Utah CTE Career Pathways:

Check one of the program areas listed below that best matches your career goal.

Agriculture, Food and Natural Resources

- > Agricultural Systems Technology
- > Animal Systems
- > Food Production and Processing Systems
- > Food Science, Dietetics and Nutrition
- > Natural Resource Systems
- > Plant Systems

Architecture and Construction

- > Architectural Design (CAD/Drafting)
- > Carpentry
- > Electrician
- > HVAC
- > Interior Design
- > Plumbing

Arts, Audio/Visual Technology and Communications

- > Commercial Art
- > Commercial Photography
- > Fashion Design, Manufacturing and Merchandising
- > Graphics/Printing
- > Radio Broadcasting Technician
- > Television Broadcasting Technician

Business

Management/Finance/Marketing

- > Accounting and Finance
- > Business Administrative and Technical Support
- > Consumer Economics Services
- > Entrepreneurship and

Management

- > Marketing

Education and Training

- > Early Childhood Education
- > K-12 Teaching as a Profession

Engineering and Technology

- > Electronics
- > Engineering
- > Mechanical Design (CAD/Drafting)
- > Robotics

Health Science

- > Biotechnology
- > Clinical Laboratory and Medical Forensics
- > Dental
- > Emergency Medical Technician (EMT)
- > Medical Assistant
- > Medical Office Administrative Assistant
- > Nursing
- > Pharmacy
- > Surgical Technician
- > Therapeutic Rehabilitation/Exercise

Hospitality and Tourism

- > Food Services and Culinary Arts
- > Hospitality and Tourism

***MORE OPTIONS ON THE NEXT PAGE**

- Human Services**
 - > Cosmetology/Barbering
 - > Esthetician/Nail Technician
 - > Family and Human Services

- Information Technology**
 - > Digital Media
 - > Network and IT Support
 - > Programming/Software Development
 - > Web Development and Administration

- Law, Public Safety, Corrections and Security**
 - > Protective Services

- Manufacturing**
 - > Aerospace Manufacturing
 - > Cabinetmaking/Millwork
 - > Machine Tool
 - > Welding

- Transportation, Distribution and Logistics**
 - > Automotive Collision Repair
 - > Automotive Service Technician
 - > Aviation Technology
 - > Heavy Duty Diesel

APPLICATION FORM

1. What Career and Technical Education courses did you complete during high school?

2. Are you a CTE Pathway Concentrator or Completer?

List the CTE Pathway and what classes you took? (A concentrator is a student who has completed 1.5 credits in a single CTE program of study. A completer is a student who has completed 3.0 credits in a single CTE program of study. For more information visit <https://schools.utah.gov/cte/pathways>

3. **What CTE Skill Certificates or industry certifications did you earn during high school?** (1250 character limit)

4. **What Work-Based Learning or CTE Internships did you participate in?** (1250 character limit)

5. **What other work experience did you have during high school?** (1250 character limit)

6. **Did you participate in a Career and Technical Student Organization (CTSO)?** (A CTSO includes DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, or Educators Rising.).

Yes No

7. **What leadership and employability skills did you develop by being involved in a CTSO?** (1250 character limit)

- 8. What other leadership, citizenship, or service experiences did you participate in during high school?** (1250 character limit)
- 9. What are your educational and occupational goals?** (Highlight the CTE training this scholarship will provide for you if you receive a CTE Scholarship and Tuition Award.) (1250 character limit)
- 10. What are the steps necessary for you to reach your educational and occupational goals? What training for your goals are available?** (1250 character limit)
- 11. What experience is required for you to enter and succeed in your chosen career?** (1250 character limit)

12. What do you plan to do for employment once your training or education is complete? (1250 character limit)

13. How did the CTE courses you took in high school prepare you for life after high school, college and your chosen career? (1250 character limit)

To submit the online portion of the application save the completed form to your computer, rename it to your last name-first name, attached the saved form to an email and send you Rachel Bolin at Rachel.Bolin@schools.utah.gov. Remember to print the personal information page and signature pages. Obtain all four signatures and send these pages to USBE along with the letters of recommendation and transcripts to:

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