



The Clear Hills County Continuing Education Scholarships Level 2 – Trades

**3 Application
deadlines per year:
February 1
June 1
October 1**

The Clear Hills County Continuing Education Scholarships are designed to recognize the accomplishments of Clear Hill County high school/post-secondary students registered in an apprenticeship, trades or post-secondary program. The scholarships encourage these students to continue and complete, an apprenticeship trade or post-secondary program and return to the Clear Hills County.

Level 2: Up to \$2,500

- Eligible Programs: Post-Secondary, Apprenticeship, Trades Training
- Ineligible Programs: No potential employment opportunity within the County.
- Applicants:
 - Will be taking the educational curriculum by internet driven distance learning and will not be physically attending a trade school, college or university.
 - Are living in Clear Hills County.
 - Are working in Clear Hills County or the surrounding area:
- Eligible Expenses: Tuition
- Maximum scholarship amount is equal to tuition cost.
- Be pursuing (in their first year) or continuing (in their second or third year) an approved regular apprenticeship , trades program; OR pursuing or continuing a post-secondary education or degree at a business school, college or university
- Fund must be used to pursue an apprenticeship, trades or post-secondary program in Alberta or Canada.
- Scholarship payment: Processed when the County has been provided with proof of successful completion of the program in the form of a course certificate or verification letter provided by the educating body.
- There will be a limit of one Level 2 Scholarship per Recipient

Level 2 Trades Training Application

To apply, complete these steps:

STEP 1: Make sure you are eligible.

You must:

- Be a Canadian citizen or landed immigrant, and resident of Alberta;
- Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to submitting an application.
- Be a resident of Clear Hills County for no less than one year prior to submitting an application.
- Be pursuing (in their first year) or continuing (in their second or third year) **by distance learning** an approved regular apprenticeship or trades program.
- Agrees to return to the Clear Hills County area to work.

STEP 2: Fully complete the Application Form.

- Your application must be accompanied by a teacher and/or employer recommendation (See Application Form)
 - Year 1 students - a recommendation letter from a high school teacher or counselor and copy of high school transcript.
 - Year 2 and 3 students– a transcript from the trade school.
 - Year 2 and 3 Apprentices - a completed employer recommendation. Form is enclosed.
- **Cover letter containing the following:**
 - **Your intentions for the Clear Hills County Continuing Education Scholarship funds.**
 - **Your goals for your future.**
 - **Why you feel you would be deserving of the scholarship funds.**
 - **A list of your trades related achievements and community involvement.**
 - **A copy of your resume.**
- **DO NOT Include a Photo**
- Your application must be complete. Incomplete applications will be removed from the selection process. An electronic version of this application form can be found in the Community Development folder of the Document Library at <http://www.clearhillscounty.ab.ca/cms/>

STEP 3: Mail in the form before the most suitable application deadline: **February 1, June 1, or October 1** annually.

Send your completed application to:

Chief Administrative Officer
Clear Hills County
Box 240 Worsley, Alberta
T0H 3W0

You will be notified of the status of your application within 30 days of the applicable application deadline.

If you have any questions about the scholarship, please contact Clear Hills County at 780-685-3925 or the

Principal of your school.

Application for Clear Hills County Continuing Education Scholarships

Incomplete applications will be deemed ineligible and will be removed from the selection process.

We are collecting personal information in this application under the authority of section 33© of the Freedom of Information and Protection of Privacy Act, c. F-25, RSA 2000 to determine and verify your eligibility for an Clear Hills County Continuing Education Scholarship under the Alberta Heritage Scholarship Act, c. A-24, RSA 2000 and for research and statistical purposes. If you have any questions about the collection of this information, you can contact the Director, Alberta Scholarship Programs, 4th Floor, 9940-106 Street, Edmonton, Alberta, T5K 2V1. Phone 780.427.8640.

(Please print legibly using blue or black ink.)

Alberta Student Number: _____ Social Insurance Number: _____

Apprentice I.D. Number(if applicable): _____ / _____
(Trade Number) (Apprentice I.D.)

Gender Male Female Birth Date (dd/mm/yy) _____

Program you are enrolled in? _____

Last Name: _____ First Name: _____

Mailing Address: _____

Town: _____ Province _____ Postal Code _____

Telephone Number: _____ Cell Number: _____

Email Address _____

Year 1 Students:

Name of High School _____ School Code _____

Year 2 & 3 Students:

Name of Trade School: _____

Number of hours of on-the job training and work experience completed in your trade:

Have you registered for apprenticeship technical training? *(Please check one)* Yes No

If yes, where? _____ Class Number _____

Mail completed applications to: Clear Hills County Continuing Education Scholarships

Chief Administrative Officer
Clear Hills County
Box 240 Worsley, Alberta
T0H 3W0

You will be notified of the status of your application within 30 days of the appropriate application deadline.

APPRENTICE/TRADES APPLICATIONS

Employer Recommendation

Clear Hills County Continuing Education Scholarships

NOTE TO APPLICANT: Print your name and trade program in this section before giving this form to your employer or supervising certified tradesperson.

Name of Applicant _____

Apprentice I.D. Number (If have one)

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(Trade No.) (Apprentice I.D.)

Apprentice/Trade Name _____

NOTE TO THE EMPLOYER OR PERSON AUTHORIZED ON BEHALF OF THE EMPLOYER TO COMPLETE THIS FORM (SUPERVISOR OR SUPERVISING CERTIFIED TRADESPERSON):

Your assessment of this apprentice is an important component in the scholarship selection process and **must** be submitted before **the appropriate application deadline (February 1, June 1 or October 1 annually)** for the applicant to be considered for an Clear Hills County Continuing Education Scholarship.

Please complete and sign the Employer Recommendation form and submit prior to the application deadline.

This apprentice has worked for me a total of _____ hours in the trade.

I rate this student or apprentice as follows: (Please note: 1=poor, 10=excellent)

		Poor								Excellent	
1. Trade/Professional Skills:		1	2	3	4	5	6	7	8	9	10
2. Attitude Toward:	Their trade/profession	1	2	3	4	5	6	7	8	9	10
	Training	1	2	3	4	5	6	7	8	9	10
	Co-workers	1	2	3	4	5	6	7	8	9	10
	Workplace	1	2	3	4	5	6	7	8	9	10
3. Work Habits:	Safety	1	2	3	4	5	6	7	8	9	10
	Attendance	1	2	3	4	5	6	7	8	9	10
	Willingness to learn	1	2	3	4	5	6	7	8	9	10
	Respect for others' property	1	2	3	4	5	6	7	8	9	10

Your written comments are also very important to the evaluation of this apprentice. Please provide your comments on the reverse side.

APPRENTICE/TRADES APPLICATIONS

Employer Recommendation (page 2)

In addition to your assessment on the previous page, describe this apprentice to the selection committee. In your opinion, do you believe this student/apprentice is well suited to the trade? Explain. Use additional sheets if required. Please write legibly or attach a typed description.

Dates apprentice employed with company: From To OR Check box if still employed with the company.
(dd/mm/yy) (dd/mm/yy)

Full Company Name

Address

Town Province Postal Code

Name of Person Completing this form (please print)

Position of person completing this form: Teacher Employer Supervisor Certified Tradesperson

Signature _____ Date (dd/mm/yy)

This form may be returned to the student/apprentice to be mailed with their completed scholarship application **OR** mailed directly to the following address:

Clear Hills County
Box 240
Worsley, Alberta
T0H 3W0

*Please complete and sign this two page Employer Recommendation form and submit before **the application deadline** .*

Scholarship Agreement:

I, _____ do hereby agree that following the completion of my apprenticeship or trade program from _____ I will live and obtain employment within (name of community) _____ for at least _____ year(s) .

I, _____ understand that, in the event I am approved for a Level 2 Continuing Education Scholarship, prior to funds being released I must provide the following to the Clear Hills County administrator on or before December 31st of the year I have completed my distance learning apprenticeship or trade program.

1. A copy of my certificate, Journeyman ticket or letter of verification from the educating body that I have successful completed the my distance learning apprenticeship or trade program,
2. A copy of the detailed original receipt for the registration fees, if the receipt does not contain sufficient information a copy of the invoice will also be required to confirm the amount of registration fees.

I, _____ understand that the maximum amount of a Level 2 Continuing Education Scholarship is equal to the cost of tuition to a maximum of \$2,500.00 (two thousand five hundred) dollars.

I, _____ understand that if I fail to provide the required documentation by December 31st of the year my course is completed I will be ineligible for Scholarship funding.

Signature of witness

Signature of Student

Witness contact information: _____

Double check your application! Have you:

- Answered all of the questions and checked all of the appropriate boxes in a neat and legible manner?
- Included your Alberta Student Number?
- Included the cover letter
- Included your resume
- Included your high school OR trade school transcript?
- Apprentices - Included your apprentice I.D. number?
- Apprentices - Filled in the boxes on page 3 asking for number of hours of on-the-job training or work experience?
- Apprentices - Included the completed employer recommendation form? (or your employer can mail it separately)
- Year 1 students - Attached a recommendation letter from your high school teacher?
- Sign the form?
- DO NOT include a Photo

Failure to do any of the above can result in your application being deemed ineligible. Please double check your application to ensure it is complete.