

Career Services Provider (CSP) Course Application Fall 2023

Name E-mail Address

Home Address - Street, City, Zip Phone Number

Adult Education Program Position Part or Full-time

Adult Education Program Address Street, City, Zip Phone Number (Work)

CSP Training: **September 12, 2023 – December 12, 2023**

Mandatory Face-to-Face Dates

- **Day 1 –Tuesday, September 12, 2023**
- **Day 2 – Tuesday, October 17, 2023**
- **Day 3 – Wednesday, October 18, 2023**
- **Day 4 – Tuesday, November 28, 2023**

These meetings will be conducted face-to-face.

To qualify for CSP Training, applicants must meet the following requirements:

- Resume and Personal Statement (between 200-250 words, double-spaced, 12-point font) must be included with this application.
- Must have a Bachelor's degree as required by your employer. This requirement is excluded for volunteers of the AmeriCorps Program.
- Must be employed or affiliated with an Adult Education program.
- Participants who attend the Career Services Provider training **must remain employed at least one year** for each three-hour credit course or reimburse the Arkansas Adult Learning Resource Center for the full amount of tuition received unless the individual's contract is not renewed because of a reduction in force. The local program will be responsible for payment.

**I understand and agree to the conditions specified in the
Facilitating Career Development Requirements.**

Signature of Person Requesting Approval Date
(Signature verifies that the applicant meets all requirements.)

Director's Signature Date
(Signature verifies that the applicant meets all requirements.)

Application Deadline is August 18, 2023, by the close of business.