Career Services Provider (CSP) Course Application Fall 2024

Name   Email 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 10 – December 10, 2024**

Mandatory Face-to-Face Dates

- **Day 1 –Tuesday, September 10, 2024**
- **Day 2 – Wednesday, September 11, 2024**
- **Day 3 – Tuesday, October 15, 2024**
- **Day 4- Wednesday, October 16, 2024**
- **Day 5 – Wednesday, November 13, 2024**

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 attending the Career Services Provider training must remain employed for at least one year for each three-hour credit course or reimburse the Arkansas Adult Learning Resource Center for the full 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 16, 2024, by the close of business.**