

Career Services Provider (CSP) Course Application Spring 2025

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: **February 05, 2025 - May 07, 2025**

Mandatory Face-to-Face Dates

- **Day 1 –Wednesday, February 05, 2025**
- **Day 2 – Thursday, February 06, 2025**
- **Day 3 – Tuesday, March 18, 2025**
- **Day 4- Wednesday, March 19, 2025**
- **Day 5 – Tuesday, April 22, 2025**

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 January 17, 2025, by the close of business.