

Adult Vocational Training Program Checklist

The Adult Vocational Training Program has two (2) application deadline dates.

March 1 – first deadline date to submit the following:

1. Adult Vocational Training Program Application
2. Verification that Financial Aid Application (FAFSA) was submitted (for a Pell Grant)

Applicants who submit the above applications by March 1 deadline date will have until June 30 to complete their files.

June 30 – second and final deadline date, submit the following to complete your file:

3. **Needs Analysis (budget for academic year)** – must be completed by the Financial Aid Office at the Institution the applicant plans to attend.
4. **College Acceptance Letter** – must be from the admissions office.
5. **Chippewa Cree Tribal Enrollment Certification** – contact the Chippewa Cree Tribal Enrollment Office (406) 395-5238 for the certification.
6. **High School Grade Transcripts, HiSET scores or GED Scores** - Official high school grade transcripts must show a **final 2.50 grade point average or higher**. HiSET Comprehensive Score Report must be **45**, a score of 2 out of 6 on the language arts essay and a score of 8 or higher on each subtest. GED scores must show a **450 or 45 test score**.
7. **College Grade Transcripts** - submit college grade transcripts from the registrar's office and from all colleges/universities previously attended.
8. **Release of Information Form** – signed
9. **Handbook Tear Out Page** – read, sign the tear out page which means you read and understand the Adult Vocational Training Program policies and procedures.
10. **Personal Letter of Interest** – include college major and plans upon earning an Associate or Bachelor Degree and your willingness to work for the Chippewa Cree Tribe if employment in your field of education is available.
11. **Education Plan** – The plan must show all courses completed and the courses needed to earn an Associate Degree or certificate, it must be signed by a college advisor and must show your graduation date.

Continuing students are to upload a PDF document that states “Not required; already on file” into the application for college acceptance letter if not changing schools, tribal enrollment certification, high school transcripts and letter of interest. All other uploads are required to be updated.

Please note that it is the applicants' responsibility to submit all application items required to complete their file by each deadline date.