

## Workforce Scholarship Application

Sublette BOCES provides a workforce scholarship to adults who reside within the Sublette County School District #1 boundary. Upon submission of a course completion certificate or transcript with “C” or better, adults may be reimbursed for the course cost up to \$500.00. Students are responsible for the remainder of the course cost if it exceeds \$500.00. Scholarship opportunities are limited to \$500.00 per year per person. In order to be considered for a scholarship, the following procedure must be followed:

- Complete Workforce Scholarship Application and email to BOCES Director: [rschamber@sub1.org](mailto:rschamber@sub1.org) at least one week prior to regularly scheduled board meeting. Board meetings are typically the first Thursday of each month.
- Attend the monthly BOCES Board meeting in person to present your request. (The board will hear your request at their monthly meeting, then vote to approve or deny the request at their following monthly meeting)
- If your request is approved by the board you will be notified via email. Once you complete your program, submit all receipts, copies of transcripts or completion certificate and you will be reimbursed up to the amount the board approved.

### Options for Workforce Courses:

- Ed2Go Online Instructor Center: [Ed2go.com/Pinedale](http://Ed2go.com/Pinedale)
  - Learn new personal and professional skills online. Ed2Go offers a wide range of highly interactive courses that you can take entirely over the internet. All courses are led by expert instructors. These online courses are affordable, fun, fast, and geared just for you.
- Advanced Ed2Go Career Training: [careertraining.ed2go.com/pinedale](http://careertraining.ed2go.com/pinedale)
  - Career Training Programs offer open enrollment programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations. Instructors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.
- WWCC Certificates and Technical Programs:  
<http://westernwyoming.catalog.acalog.com/content.php?catoid=1&navoid=874>
- Other online or in-person courses available at any institution.  
**These scholarships are not intended to support students seeking college degrees.**

To support the students in completing coursework, students may schedule a time to utilize the BOCES computer lab. Upon availability, students may also check out a laptop for coursework which must be returned at the completion of their course in order to receive reimbursement.

If you have any questions or need help with any part of this process, please stop by our office and we will be happy to assist you.



Sublette **BOCES**

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(P) 307-367-6873 (F) 307-367-6634  
[www.subletteboces.pinedale.com](http://www.subletteboces.pinedale.com)

## Workforce Scholarship Application

Name (please print):		
Mailing Address:		
Physical Address:		
City:	State:	Zip:
Phone:	Email:	
Name of course:		
Total Cost of Course:		
Institution:		

Please complete the following application and submit it via email to the Sublette BOCES at: [rschamber@sub1.org](mailto:rschamber@sub1.org). If approved by the Board you will need to sign a grant acceptance letter that details the next steps.

If you need assistance with any part of this application process, please contact Robin Schamber at:

- office: 307.367.6873
- email: [rschamber@sub1.org](mailto:rschamber@sub1.org)

**Please describe the course and institution you will be attending:**

**How will this course enhance and/or enrich your job skills?**

**How will this course be useful to you in the future?**

**Please indicate additional costs that you may accrue due to the successful completion of this course (i.e. books, testing fees, etc.).**

***\*\* Note: Receipts will be required for reimbursement. \*\****

Upon board approval, the recipient will receive a scholarship acceptance letter that will need to be completed and returned to Sublette BOCES before any funding is awarded. You may submit the completed form to: [rschamber@sub1.org](mailto:rschamber@sub1.org) or bring it to our office at 665 N. Tyler, Pinedale.

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**Signature**

**Date**

*Office Use Only*

Date of Approval:

Amount to be reimbursed: