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**WAMPANOAG TRIBE OF GAY HEAD (AQUINNAH)
EDUCATION DEPARTMENT
EMPLOYMENT & TRAINING PROGRAM**

ADULT VOCATIONAL TRAINING

The Wampanoag Tribe of Gay Head (Aquinnah) [WTGH(A)] has identified education as a top priority for the Tribe. In this regard, vocational training has been considered an integral part of the educational and developmental process.

The WTGH(A) Adult Vocational Training [AVT] Program has been designed to meet the unique vocational/educational training needs of members of the Tribe. The program also incorporates the requirements of 25 CFR - Vocational Training for Adult Indians.

The AVT Program will provide financial assistance to tribal members in pursuit of Vocational/educational training as defined under one of the three sections outlined:

- I. **VOCATIONAL, SKILL ENHANCEMENT** - This section will provide assistance in taking specific job related classes. The purpose will be to improve the tribal member's current or prospective employment. Some examples might be typing, bookkeeping, mechanics or some other class specifically related to the member's job or possible promotion. .
- II. **VOCATIONAL SKILL LICENSURE/CERTIFICATION** – This section will provide assistance for more comprehensive training/education to a tribal member who has the opportunity to obtain a license or certification to hold a certain job or position after courses of vocational/educational training. Some examples might be a real estate salesperson's license, a license for multi-ton vehicles or boats or certification to perform a job in a medical or other technical field.
- III. **RELATED COSTS** - The AVT Program will provide financial assistance to Tribal members for non-educational expenses directly and necessarily related to the attendance and/or completion of vocational/educational training. This assistance may be for expenses incurred for books and tools related to training per tribal councils action on (6/26/96).

Selection of Recipients

- a) The selection of recipients shall be administered by the WTGH(A) Education Department. The oversight and monitoring of the selection process shall be by the Education Advisory Committee.

Eligibility

- a) Recipients must be enrolled members of a federally recognized tribe.
- b) Eligible individuals shall be at least eighteen (18) years of age, except that high school graduates shall be eligible at the age of seventeen (17) years.
- c) A recipient must be in need of training in order to obtain reasonable and satisfactory employment or is underemployed, and is in need of financial assistance in order to obtain such training. It must also be feasible for the applicant to pursue training.
- d) Non-tribal member spouses shall not be eligible for training under this program.
- e) No consideration will be given to applicants who have already participated in vocational/educational training in the current fiscal year.
- f) No more than two (2) repeat training services will be allowed. Repeat training services will be on a lower priority than the initial service and will be determined on an individual basis, considering need, ability, prior performance and present motivation of the applicant. In order to be in need of repeat institutional training, an applicant must be unemployed, underemployed, or unable to work in his/her primary occupation due to physical or other disabilities. Time spent in on-the-job training programs will be deducted from the maximum of institutional training eligibility.
- g) Only those applicants who willingly declare intent to secure full-time employment as soon as possible after the completion of training shall be selected. Plans may subsequently change but the intent of the training program is preparation for employment, and this must be the initial intent of the program participants. The program is not meant to serve as preliminary to immediate further education. The Program Director shall assist applicants with securing other financial assistance for that purpose by referral to other agencies.
- h) If applicable, all applicants must first apply for Financial Aid at the intended institution and documentation of that application and ineligibility/eligibility must be provided to the Program prior to consideration for financial assistance.
- i) *All* applicants must provide proof of completion of training within ninety [90] days of completion or be subject to liability for tuition and related costs or disqualification from future training monies.

Approval for Courses for Vocational Training at Institutions

- a) A course of vocational training at any institution, public or private, offering vocational training may be approved provided:
 - a. The institution is accredited by a recognized national regional accrediting institution; or
 - b. The institution is approved for training by a state agency authorized to make such approvals; and
 - c. It is determined that there is reasonable certainty of employment for graduates of the institution in their respective fields of training.
- b) Cooperative education (a combination of classroom theory with related practical job experience) is considered as valuable experience and is specifically allowed and encouraged.
- c) Vocational training courses offered through Indian Tribal governments need not be accredited but must show reasonable expectation of leading to employment and be approved by the Area Director.

Financial Assistance

- a) Financial assistance through grant awards shall be recommended to the WTGH(A) Tribal Council by the Education Advisory Committee.
- b) Grant awards shall not exceed \$1000 per award per fiscal year.
- c) Grant awards shall be paid preferably directly to the vocational/educational institution, upon receipt a bill; request for payment, or other documentation from the institution. The award recipient shall be paid directly only upon receipt of cancelled check from the institution or receipt indicating the tuition has been paid by the student.
- d) Applicants are required to apply for financial aid and secure educational grants from other sources for which they qualify. Such income shall be considered in computing amounts of financial assistance to be provided through grant awards.
- e) Grant awards shall be based upon needs analysis and cost determinations made by an authorized official at the institution to be attended by the applicant and Education Department staff.
- f) The primary focus for financial assistance under this program shall be for tuition, books, fees and other educational related expenses. While financial assistance and/or non-educational expenses [subsistence] is authorized under the program, priority shall be given to requesting assistance to cover tuition, books/tools and other educational related costs only.

- g) The financial assistance under this program for non-educational related expenses must be directly and necessarily related to the attendance and/or completion of vocational/educational training.
- h) Marital status of applicant is not a consideration for determining eligibility for assistance, but this factor is a consideration in determining appropriate subsistence grants.
- i) Grant awards are to be paid within six (6) months from date of the award. In the event that the award is not expended, the recipient will forfeit the award and must submit a new application.
- j) Grant awards shall not exceed one award per application per fiscal year.