



Public Works Training Institute

SCHOLARSHIP PROGRAM APPLICATION

The Public Works Training Institute Scholarship Program is designed to assist those individuals who are pursuing a career in the public works field. Encompassing disciplines from civil engineering, public administration, initial licensing, or continuing education for the career enhancement of public agency employees, “*training you can take to work*” is the philosophy of the Academy. The Public Works Training Institute Scholarship Program contains three (3) categories in which scholarships are awarded:

1. **HIGH SCHOOL CAREER CERTIFICATION PROGRAMS:** Awarded to full time high school students enrolled in a public works related magnet, career, or other technical academy programs located in Pinellas County who are seeking workforce certifications or licenses in order to prepare for high school graduation and enhancing their personal and professional development for public works employment opportunities or pursuing advanced certifications and training.

High School Career Certification Program Guidelines

- Applicant must be currently enrolled in a public works related high school program.
- Applications will be accepted throughout the year.
- PWTI funds can be applied towards fees for initial certifications and licenses that are applicable to the Public Works Sector. Scholarships for renewals of certifications or licenses will not be granted.
- Certifications and/or licenses must be related to the student’s present high school program requirements and current industry certification and licensing requirements within the Public Works Sector.
- PWTI funds shall be paid directly to the institution issuing the certificate or license or, upon the submission of proper receipts; the recipient will be reimbursed directly.
- Recipients shall furnish, to the Scholarship Committee, validation of course registration and successful completion.
- Failure to furnish receipts, validation of completion, or spending funds on unapproved items, will result in the applicant being ineligible for future funding.

2. **CONTINUING EDUCATION/CERTIFICATION PROGRAM:** Awarded to either a full or a part-time employee of a public works agency located in Pinellas County who is continuing a certificate or vocational program towards enhancing their personal and professional development for public works employment opportunities or advancement.

Continuing Education/Certification Program Guidelines

- Applicant must be currently employed in the Public Works Department of their agency.
- Applications will be accepted throughout the year.
- PWTI funds can be applied towards fees for initial certifications and licenses that are applicable to the Public Works Sector. Scholarships for renewals of certifications or licenses will not be granted.
- Certifications and/or licenses must be related to the employee’s present position or a reasonable promotional objective within the Public Works Sector.
- PWTI funds shall be paid directly to the institution issuing the certificate or license or, upon the submission of proper receipts; the recipient will be reimbursed directly.
- Recipients shall furnish, to the Scholarship Committee, validation of course registration and successful completion.
- Failure to furnish receipts, validation of completion, or spending funds on unapproved items, will result in the applicant being ineligible for future funding.

3. **COLLEGE DEGREE PROGRAM:** Awarded to a college student who is currently enrolled at an accredited college or university, seeking an undergraduate or advanced degree in Civil Engineering, Public Administration or any public works related field.

College Degree Program Guidelines

- Applicant must be currently employed in the Public Works Department of their agency.
- Applicant's previous college-level coursework (if applicable) should indicate a GPA of 2.8 or greater on a 4.0 scale.
- PWTI funds are limited to a maximum of \$1,500 per applicant annually.
- Applications will be accepted throughout the year.
- Applicants may re-apply for award each year.
- PWTI funds shall be paid directly to the accredited institution issuing the degree or, upon the submission of proper receipts; the recipient will be reimbursed directly.
- Funds shall be used for student fees including, but not limited to, tuition and books at an accredited college or university.
- Recipients shall furnish, to the Scholarship Committee, validation of successful course completion.
- Course selection must be related to the employee's present position or a reasonable promotional objective within the Public Works Sector
- Failure to furnish receipts, validation of completion, or spending funds on unapproved items, will result in the applicant being ineligible for future funding.

APPLICATION PROCEDURE

A complete Public Works Training Institute Scholarship Program Application must include:

- A completed application form.
- An official transcript of college-level coursework (**required for College Degree Program only**).
- Proof of acceptance/registration to an accredited institution, or certificate/licensing program.
- **A letter of interest, by the Applicant and no longer than two pages, which summarizes the following:**
 - Why you are interested in serving in the Public Works Sector.
 - How this scholarship will enhance your career goals.
 - Your financial need and how the scholarship funds will be used (i.e. fees, tuition, books, etc.).

Return the application package to:

Attn: Billy Ingram, Scholarship Chair
PUBLIC WORKS TRAINING INSTITUTE
bingram@largo.com

Scholarship Application Form

The actual number of scholarships awarded each year is contingent upon available Academy funds. The total in each category may vary from year to year.

PERSONAL INFORMATION

Name _____
Email Address

Mailing Address

City _____
State _____
Zip Code

Telephone/Cell Number (daytime contact where you can be reached)

EMPLOYMENT INFORMATION (if applicable)

Current Employer _____
Position Title

Mailing Address

City _____
State _____
Zip Code

Supervisor or Advisor's Name _____
Office Telephone/ Cell Number

CURRENT SCHOOL INFORMATION

Name of College / University or High School _____
GPA (if applicable)

Degree Program or Career/Technical Academy _____
Anticipated Graduation or the Date MM/YYYY

Academic Advisor _____
Office Telephone/ Cell Number of Academic Advisor

SCHOLARSHIP REQUEST: ACADEMIC/CERTIFICATION/LICENSING INFORMATION

Name of College / University or Institution Issuing Certificate/Licensing

GPA (if applicable)

Degree Program or Certification / License Name or Class

Anticipated Graduation or the Date you plan to attend classes
MM/YYYY

Academic Advisor or Registrar

Office Telephone/ Cell Number of Academic Advisor or Registrar

Previous PWTI scholarships awarded to you (if applicable): Amount; Date: _____

AWARD AMOUNT REQUESTED:

Amount _____

(Please attach supporting documentation, i.e. Registration Fees, Book Fees, etc.)

EMPLOYER / ADVISOR SECTION

I, _____, as the applicant's Department Director, Manager, or Academic Advisor confirm the accuracy of this application; and, the applicant meets the eligibility requirements listed.

By endorsing this applicant, I recognize the applicant can expect a reasonable possibility for advancement in his or her public works field by pursuing career enhancing opportunities.

If additional information is required, please contact me by telephone at (____) _____.

Signature of Department Director, Manager, or Academic Advisor

Date