

July 19, 2024

Subject: Bulk Fuel Operator Training

Attn: General Manager/ City or Tribal Administrator

The Alaska Energy Authority (AEA) has an upcoming **Bulk Fuel Operator Training Class beginning June 2, 2025**. We invite you to submit names of individuals you would like to send to this training session. To be considered for training, candidates must be employed as an operator at the Bulk Fuel Tank Farm in your community.

The training session is 2 weeks long and will be held on-campus at the Alaska Vocational Technical and Educational Center (AVTEC) in Seward, Alaska. The training program pays for transportation to and from Seward, tuition, and room and board while in Seward. Students who complete and pass the course will receive a certificate.

If you would like, you may submit more than one candidate application for these AVTEC training sessions. Please indicate which individual is the primary and which the alternate candidate is. If space is available, both candidates may be able to attend.

If you are interested in this upcoming class, you will need to complete and submit an application by May 26, 2025. As the class is on a first-come, first-served basis, we encourage you to submit your application as soon as possible.

If you have any questions, please contact me at (907) 771-3093 or <u>jtuomi@akenergyauthority.org.</u> I look forward to hearing from you.

Sincerely,

Justin Tuomi Rural Assistance Manager



### **EMPLOYMENT AGREEMENT**

FOR

[Insert Name of Bulk Fuel Facility]

This Agreement is entered into on \_\_\_\_\_ (*date*) between \_\_\_\_\_ (*date*) between \_\_\_\_\_

(Bulk Fuel Manager or Other Authority).

By this Agreement, it is agreed that new or continued employment to the *above mentioned employee* who, at the expense of the Alaska Energy Authority (AEA), successfully completes the *Bulk Fuel Operator* Training Course. The individual named was recommended to AEA for training by and employment will be guaranteed at \_\_\_\_\_(*Name of Bulk Fuel Facility*).

This Agreement in no way limits or constrains the utility from terminating the individual's employment for cause or for occurrences beyond its control.

This Agreement has been agreed to and executed by:

For Employee:	For Above Named Utility/Facility:
Signature	Signature/Utility Manager or Authority
Printed Name	Printed Name
Title	Title
Date	Date
	Manager Contact Phone Number



# Participant Contact Sheet

## ALL portions of this form MUST be filled out.

First Name	Last Name
Home Phone	Work or Message Phone
Fax Number	Region
Mailing Address	City, State Zip
Utility/City Manager Name	Contact Number
Work Address (if applicable)	City, State Zip



<b>PERSONAL INFORMATION</b> - Please send a photocopy of a government-issued picture I.D.					
					_
Last Name	First Name		М.	I. Social Secu	urity Number (required)
Mailing Address	City	State	Zip Code	Date of Birth	Gender
()	()				
Home Phone	Cell Phone		E-mail Ad	dress	
TRAINING CHOICE - Please list the	training course you ar	e applying	for.		
Course Name: Bulk Fuel Operator Enrollment Date Desired: 6-2-25			d: <u>6-2-25</u>		
EDUCATIONAL BACKGROUND -	Please send a copy of	f High Scho	ol or GED Diploma	, or transcripts.	
High School Diploma? □Yes □N	o				
	Graduation Year	Name of Higl	n School	City	State
GED Diploma? □Yes □No		Grade Com			
Attended College? □Yes □No	Dipioma Highest		ional Training?		
	ars/Credits Earned		ional training:		/Years Attended
FINANCIAL INFORMATION - Finan	ncial aid must be secur	red prior to	arrival for training.		
Please indicate how you intend to pay for your training (tuition, fees, books, tools, supplies, room and board). It is highly recommended that you apply for grants and scholarships to help fund your training. Please mark which agencies you intend to apply with:					
Pell Grant	□Yes ∣	□No			
Scholarships	□Yes⊺	□No (Civio	Organizations, Scho	ols, Private Companies)	
Alaska Student Loans	□Yes□				
Other Grants	$\mathbb{F}_{X}^{+}$ PS $\square$ No (State of Alaska Department of Labor and Workforce Development; $\mathbb{F}_{-}$ Department of Vocational Rehabilitation; Bureau of Indian Affairs)		Development; ; Bureau of Indian Affairs)		
Veteran's Benefits	□Yes [	□No			
Personal Funds	□Yes ∣				
Please complete the area below IF you already know which agencies will be assisting you financially:					
Alaska Energy Authority, Justin Tuomi 907-771-3093					
Agency Name and Address Contact Person and Phone Number					
Agency Name and Address     Contact Person and Phone Number					
Housing			ALASKA RESID	DENCY - THE APPLIC	CANT
Please indicate your housing pre	ference while atter	nding	□ is domiciled i	n the state of AK.	
training:			serving in the military	y with the intent of	
□ Dormitory * <u>MINIMUM AGE IS 18 YEARS OLD</u> FOR ACCEPTANCE INTO THE DORM*			in the state of AK up	-	
□ Family Housing (Family Housing is limited)		□ has graduate	d from an accredited	d high school or post-	
□ Off Campus		•	ution in the state of <i>i</i> GED while domicile		

B		
BACKGROUND DATA		
Have you ever been convicted of a felony? If yes, submit copies of court judgment records for review by AVT.	$\Box$ Yes $\Box$ No	
Are you currently incarcerated, on probation or p or have been within the past six months?		
If yes, submit copies of court judgment records for review by AVT		
•	sessment or treatment program? □Yes □No	
If yes, submit copies of court judgment records and proof of comp	eletion of the treatment program for review by AVTEC's Counseling Department.	
How Did You Hear About AVTEC?	CITIZENSHIP & ETHNICITY - Voluntary completion by all applicants	
Agency Referral		
□Alumni Referral □Direct-Mail Flyer	Race and Ethnicity Unknown	
□ Friends/Family	□Hispanic of Any Race	
□H. S. Counselor/Teacher	ETHNICITY - Voluntary completion by Non-Hispanics only	
Met AVTEC Rep at Job Fair	American Indian or Alaska Native	
☐Movie Ad □Newspaper Ad	□Asian □Black or African American	
Public Transportation	Native Hawaiian or Other Pacific Islander	
Radio or TV Ad	White	
□Toured AVTEC	□Two or more races	
SPECIAL ACCOMMODATIONS		
Do you require any special accommodations?	□Yes □No <i>If</i>	
yes,pleaselist:		
EMERGENCY NOTIFICATION		
	Relationship:	
Address:	City:State:Zip:	
Home Phone:Work Ph	one:Cell Phone:	
ADMISSION REQUIREMENTS - Read AVTEC's catalog	g for complete requirements of intended course.	
<ol> <li>Students are scheduled on a space-available basis.</li> <li>A photocopy of a government-issued picture ID (i.e. driver's license, state ID card, tribal ID card) must be submitted.</li> <li>Applicants under the age of 18 must already have earned their High School or GED diploma, have parental permission, and AVTEC Administration's approval before acceptance into any program is granted.</li> <li>If an applicant is at least 18 years old, and does NOT have a diploma, he/she must pass the "Ability to Benefit" test.</li> <li>Non-resident tuition is double the amount listed for residents. (Other costs are the same as for Alaskan residents.)</li> <li>Complete the Free Application for Federal Student Aid (FAFSA). AVTEC School Code is: 031603</li> </ol>		
SIGNATURE - To the best of my knowledge, the above in	formation is true and correct	
Applicants who do not pay the \$35 application fee, do not complete their application process, or do not provide accurate and complete information will not be scheduled for training. If an applicant provides false information, his/her acceptance will be canceled. Failure to pay by due dates may result in cancellation from training or dismissal. <u>THETRAINING</u> <u>APPLICATION IS VALID FOR ONE YEAR.</u> BY SUBMITTING THIS APPLICATION, I AGREE THAT I AM SOLELY RESPONSIBLE FOR ANY DEBT I HAVE INCURRED AT AVTEC.		
Signature	DATE	



## Alaska Energy Authority Training Program Statement of Understanding

#### **ZERO TOLERANCE & INCOMPLETION POLICY**

The Alaska Energy Authority (AEA) has implemented a zero tolerance policy for the use or possession of alcohol and illegal drugs within its training programs. Therefore, individuals actively participating in a training program found to be under the influence or in possession of alcohol or illegal drugs shall be removed immediately from the program. This zero tolerance policy applies to all participants from the time they leave their communities. The employer of a participant, who chooses not to comply with this AEA policy and is removed from or fails to complete the program, is responsible for any and all training costs incurred(up to \$6500). This includes, but is not limited to, bus fare, lodging expenses, tuition and meal costs.

If a participant fails to complete their courses and does not receive certification it is the responsibility of the employer to refund AEA any costs incurred on behalf of the participant.

l	(name of training participant) certif	y that I clearly understand and agree to the
terms and conditions of the above state	ed policy.	

Signature, Training Participant

X\_\_\_\_\_

Date

I \_\_\_\_\_(name of supervisor or designee) certify that I clearly understand and agree to the terms and conditions of the above stated policy.

Signature, Supervisor or Designee

X

Date

Utility/Entity Name\_\_\_\_\_



## Alaska Energy Authority Training Program Statement of Understanding

## **REQUIRED SAFETY ITEMS**

Due to safety requirements and in order to participate in the Alaska Energy Authority's training programs at AVTEC, trainees MUST have the following items:

- cotton duck bib overalls (i.e. Carharts);
- · boots with oil resistant soles (non-slip) and safety toes (i.e. steel toed); and
- safety glasses

If individuals need to purchase the above mentioned items, they will have the opportunity before they begin their classes. The approximate cost of the needed items is \$310 if purchased at Brown & Hawkin's, Urbach's and True Value in Seward.

If individuals arrive without the needed items and with no means to purchase, they will not be allowed to participate in the training. AVTEC policy states that individuals cannot be allowed on training sites without the above mentioned items since they are safety requirements.

l	(name of training participant) certify that I will bring these items with me to
training or will purchase them before classes	s begin.

Signature, Training Participant

X\_\_\_\_\_

Date\_\_\_\_\_

I \_\_\_\_\_\_(name of supervisor or designee) certify that I clearly understand and agree to the terms and conditions of the above stated policy and will make clear how the employee will pay for the items.

Signature, Supervisor or Designee

X\_\_\_\_\_

Date\_\_\_\_\_

Utility/Entity Name\_\_\_\_\_

# AVTEC - ALASKA'S INSTITUTE OF TECHNOLOGY

#### DORMITORY APPLICATION

#### CONDITIONS OF THE CONTRACT AND PAYMENT

This is a binding agreement between AVTEC and the student signing this contract. This contract covers the entire academic year for which the student has contracted for training.

- A student may move in up to two days prior to the first date of training, and move out up to two days after graduation/withdrawal/termination. Any time beyond two days must be arranged with the Student Services Coordinator.
- The student resident must pay his/her dormitory bill for the entire term the first day of training. Fall term is the period of time from the start of the student's training program until the Christmas break. Spring term is the period of time from the end of Christmas break until the student's graduation date or summer break, whichever comes first. Failure to make timely payments may terminate the contract.
- If the student chooses to move into the dorms after the term has begun, fees must be paid when the student moves in for charges starting the day they move in until the end of the term.
- <u>Students may move out of the dorms at the end of each term (Christmas and summer) without penalty.</u> <u>The student must notify a dormitory attendant that they do not intend to move back into the dormitory</u> <u>after the break. This notification must be made in writing.</u>
- If a student moves from the dormitory at any time during the contract period, either by choice, eviction, withdrawal, or termination, the student forfeits payments made for the current dormitory term charges. Students who graduate early will be charged up to the date they move out of the dorms. Any payment in excess of charges will be refunded.
- Students who have been awarded sufficient financial aid to cover tuition and room and board payments may delay full payment until financial aid disburses. All payments will be automatically deducted for the remaining balance once the financial aid disburses.
- Students who do not meet requirements for their financial aid disbursement, due to not meeting Satisfactory Academic Progress requirements or any other reason, must make other payment arrangements for what is owed AVTEC.
- Termination of this contract for extenuating circumstances must be addressed in writing to the Student Services Coordinator and/or Deputy Director.

#### **CONDITIONS OF RESIDENCE**

- Dorm rooms are assigned by the AVTEC dorm staff; changes to room assignments must be made by the dorm staff.
- Each resident is responsible for keeping his/her residence clean and for preventing damage beyond reasonable wear to AVTEC property. Damage charges will be billed to the resident when damage occurs, or when the resident checks out. The resident will be responsible for the costs.
- AVTEC will assume no responsibility for the loss or damage of personal property of residents.
- The resident agrees to abide by all rules and regulations as printed in the AVTEC Student Handbook. Specifically alcohol and controlled substances are strictly prohibited from the dormitories, and all AVTEC facilities. Any student who is found in possession and/or under the influence of alcohol and /or controlled substances will receive an eviction notice from the dormitory with no refund of room and board for the term in which the eviction occurs. All other rules and regulations must be read and understood before the signing of this contract.



SUBMIT THIS APPLICATION TO RESERVE A DORM ROOM		
Last Name First Name	Gender: 🗆 Male 🗆 Female M.I.	
Mailing Address     City       / /     (		
AVTEC – A NON-SMOKING FACILITY	TRAINING PROGRAM	
I am a smoker I am a non-smoker	Start Date: Graduation Date:	
EMERGENCY NOTIFICATION		
Name Relationship	() () Home Phone Cell Phone	
DORM PREFERENCE / ROOMMATE REQUEST		
SPECIAL NEEDS / ACCOMMODATIONS (Please contact AVTEC Admissions Office with documented disability information.)		
	SIGNATURE	
I agree to be bound by the terms of the Dormitory F	Residence Contract printed on the back of this application.	
I accept financial responsibility for the full contract period I have stated above. I understand I can break this contract only at the end of a school term (at Christmas break or summer break).		
l understand that any violation of AVTEC policy reg detailed in AVTEC publications will result in the ter obligation.	garding alcohol, drugs, violence, or other unacceptable behavior as rmination of this contract, but will not release me from the financial	
MINIMUM AGE IS 18 FOR ACCEPTANCE INTO THE DORMITORY.		
Printed Name of Student	Student's Signature Date	