



## Ninilchik Traditional Council

### Tribal Services

P.O. Box 39444

Ninilchik, Alaska 99639

Ph: 907 567-3313 / Fx: 907 567-3308

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Dear \_\_\_\_\_,

The Ninilchik Traditional Council (NTC) Tribal Services Department administers the Adult Vocational Training Program (AVT). This program is set up to award limited financial assistance to eligible Alaskan Natives and American Indians who are unemployed or underemployed and need to obtain higher education in order to retain/achieve gainful employment.

Enclosed you will find an application packet. If you need help completing this application, please feel free to give me a call. Once you have completed the AVT application, please send it to me at the address below, or bring it to me at the office. If you have any additional questions or comments regarding this program, please feel free to contact me.

Best wishes,

Christina Pinnow  
NTC Tribal Service Director  
Ninilchik Traditional Council  
P.O. Box 39444  
Ninilchik, AK 99639  
P: (907) 567-3354  
F: (907) 567-3354  
[Chris@ninilchiktribe-nsn.gov](mailto:Chris@ninilchiktribe-nsn.gov)



## ADULT VOCATIONAL TRAINING CHECKLIST

The following items are part of a complete Adult Vocational Training Application and must be included in your file in the Ninilchik Traditional Council Tribal Services Department **prior** to your being awarded an Adult Vocational Training Grant Award. (Awards are dependent upon availability of funds. For more information call the Tribal Services Department).

- NTC Application for Training or Employment Assistance
- Financial Needs Analysis: Part I – Costs/Expenses
- Financial Needs Analysis: Part II – Financial Resources
- Adult Vocation Training Justification and Comprehensive Training and Employment Plan
- Copy of Bureau of Indian Affairs Certificate of Indian Blood (BIA CIB)
- Proof of Identification (Driver's License/Birth Certificate)
- Proof of Residency within the NTC Service Area (South of Kasilof River through Homer)
- Three (3) Character References – Ask three people, **other than family members**, who know you well, to write a letter recommending you for training in the career skill which is your highest priority from the list you entered on item 7 of the Adult Vocational Training Justification and Comprehensive Training and Employment Plan. Be sure that the people who write the letters understand that they are to comment on your personal character in relation to whether or not they believe you have the ability and commitment to complete your course of training. Also, be sure that each person who writes a letter in your behalf has the address to which his/her letter is to be mailed.
- Official copy of school transcript or official copy of GED
- Copy of Letter of Acceptance by Training Institute
- Student Aid Report (SAR) from the College Scholarship Service. This is the official response to the Financial Student Aid (FAFSA) which each applicant must submit to the College Board.
- Parental Consent for Client's under the age of eighteen (18)
- If Client has a family, include: 1. Copy of Marriage Certificate 2. Copy of Child/Children's Birth Certificate/s
- If Client is a U.S. Military Services Veteran, include an official copy of her/his DD-214 (Dept. of Defense Discharge Document).