

APSC Training Sponsorship Application

Please take time to read through the entire packet and gather the applicable supporting documents. The checklist (last page of this packet) has been included to assist in completing the reimbursement application process.

An agency or officer may request APSC funding assistance to help cover some of the costs associated with APSC approved and certified training. Alaska Statute¹ requires the council to promote the most efficient and economical programs for training, as such the council's training priorities focus on sponsoring events that impact as many officers as possible. This does not preclude approval for sponsoring advanced training for an individual officer if funding is available. The APSC Executive Director will review sponsorship applications and may approve or deny them based on the information provided and availability of funding. Eligible reimbursements may include costs associated with training tuition and travel expenses however meals (per diem) is not eligible for sponsorship.

Sponsorships are provided in the form of reimbursement after completion of the event, this may require initial payment by the requester.

A. **Training Event Information:** To assist in the application review process APSC must be informed of the following:

1. Whether the training is APSC certified
2. The number of officers in attendance or who will benefit from the training
3. The duration of the training
4. The location of the training
5. Documentation of costs associated with the training

B. **Application Procedures.** The following process will generally apply for sponsorship applications:

1. Complete the sponsorship application form completely
2. Ensure training event is APSC certified
 - a. Submit course certification application (F-20) if training is not already APSC certified²
3. Obtain agency head or training director approval endorsement in support of sponsorship request as designated on the form
4. Submit sponsorship application to APSC@alaska.gov
5. Upon course completion provide proof of training through either an APSC F-6 form or submission of certificates³
6. APSC will initiate reimbursement upon confirmation of training completion and receipt of required documents
 - a. Entities not already on file with SOA finance may need to complete a W-9 form to receive payment⁴

Note: If final costs differ significantly from those of original approval an amended sponsorship application may be required for approval of additional cost. Without subsequent review cost overages may be ineligible for reimbursement; documentation of expenses will be required.

¹ **AS 18.65.260 (b)** [The council shall provide for and administer a funding program... In the administration of the program the council shall promote the most efficient and economical program for training, including the maximum utilization of existing facilities and programs to avoid duplication.]

² Training events must be certified under 13 AAC 87.010 or 13 AAC 87.020 in order to be eligible for APSC sponsorship reimbursement. This may require a requester to help facilitate the submission of an APSC form F-20 (Application for Course Certification) prior to approval of their sponsorship review for approval. [Download F-20 here.](#)

³ Training event reimbursement will not be distributed until documentation of training completion is submitted to APSC, preferably through an F-6 form. [Download F-6 here.](#) ⁴ A W-9 form may be required if reimbursement recipient is not already recorded in the SOA finance system. [Download W-9 form here.](#)



APSC TRAINING SPONSORSHIP REQUEST

Alaska Police Standards Council
PO Box 111200 – Juneau, AK
99811-1200
Phone: 907-465-4378
Fax : 907-465-3263
EMAIL to: apsc@alaska.gov

Requesting Department/Agency		Date	
Name/Title of Person Completing this Form:		Phone/E-mail of Person Completing this Form:	
Course Title	Location of Training	Total cost of all expenses:	
Total Requested For Sponsorship	Total Contributed By Department or Individual		
Training Tuition Cost	All Receipts Required for Reimbursement		
Dates of Training <small>*see below if training occurs next fiscal year</small>	Total Students Attending	Total Hours	
SPECIFIC USE AND REASON FOR FUNDING REQUEST: How and why does this request benefit and impact to Alaska Law Enforcement and the submitting department APSC does not pay per diem			
Name, Title, Address of person receiving reimbursement. Needs to match address of CVN/PVN			
Department/Agency/Officer is responsible to pay the vendor/presenter/training event. APSC reimburses the Department/Agency/Officer.			
Agency Head or Training Director Signature		Date:	

If requested training occurs during the next fiscal year, approval is contingent upon sufficient funding of APSC appropriated by the legislative process for the next fiscal year.

APSC Use Only Pre Approval Review

Reimbursement will only be processed for successful completion of requested training sponsorship

APPROVED: _____

PARTIAL APPROVAL: _____

CONTINGENT APPROVAL: Executive Director Signature: _____ Date: _____

NOT APPROVED:

Comments:

Post Course Completion

To be completed by the submitting department or individual after course completion

All receipts, invoices, and finance-related documents must be submitted with a clear breakdown of each expense, including tuition, airfare, lodging, transportation, supplies, and any other associated costs. Documentation verifying course completion, such as a certificate, must also be provided, along with an F6 if one was completed.

Total Requested after Completion of course:	APSC Approval
Total Students Completed:	

CVN/PVN: _____

Sponsorship Expense Breakdown [Link](#)

State Agencies Only

ITI Contact Name and Email Address: _____

Requesting Agency ITI: _____ Requesting Agency GAX: _____

APSC Coding: 6900-P50001005-3000

CIT Coding: 6900-P50001092-3000

APSC IRIS Fund 1004 BFY _____ FY _____

CIT IRIS Fund 1092 BFY _____ FY _____

APSC Invoice #: _____

APSC Training Sponsorship Application

Procedures for Application Prior to Submission	
Completed APSC Sponsorship application	
Confirmed training event is APSC sponsored or submitted event for certification	
Agency head or training director endorsed sponsorship application	
Submit sponsorship application to APSC@alaska.gov	

After Training Event Completion	
Receipts associated with sponsored training gathered and submitted if not done previously	
Documentation of course completion (F-6 or Certificate) is submitted to APSC	
Attach copy of approved training sponsorship form and Sponsorship Expense Breakdown	
W-9 form completed and provided to APSC if required.	

Submitting sponsorship applications prior to the training event is recommended and preferred way to submit a sponsorship request as it permits APSC to most efficiently evaluate funding availability and give the submitter the ability to know prior to the training if they are approved. Sponsorship requests submitted after the training are not guaranteed approval. Note that the State of Alaska's fiscal year begins July 1st of every year and closes at the end of the following June. As such sponsorship requests for events which will take place within the next fiscal year may be reviewed but will be contingent upon legislative appropriations of training funds provided to APSC. This means a Contingent approval is only the APSC intent to sponsor the training but must be verified by contacting the APSC after the beginning of the new fiscal year. Though rare this situation may result in either the delay of submitted applications for the next fiscal year being reviewed or possibly the rare instance of diminished funding capacity which could impact approved applications. To avoid this situation APSC generally will wait to review and officially approve funding for training events until the current fiscal year in which the event is scheduled.

APSC strives to facilitate excellent training across public safety professions in the State of Alaska. Should you have suggestions or requests for training topics please submit your feedback to the APSC at apsc@alaska.gov

APSC Training Sponsorship Expense Breakdown

As shown to the right, this is an example of the spreadsheet used to finalize training sponsorships. Once the course is complete, please enter all required information from the sponsored class into the appropriate fields within the APSC Training Sponsorship Expense Breakdown. The totals will automatically calculate.

After completion, submit the spreadsheet to APSC along with the approved sponsorship request (including the post-course completion section), as well as all receipts and other financial documentation.

Below is the link to the APSC Training Sponsorship Expense Breakdown.

[APSC Training Sponsorship Expense Breakdown](#)

APSC Training Sponsorship Expense Breakdown	
Name	John Doe
Department	MatSu Police Department
Class	Patrol Tactics Course
Tuition	\$ 200.00
Flight	\$ 300.00
Transportation	\$ 400.00
Lodging	\$ 500.00
Supplies	\$ -
Misc. Please detail in the comments	\$ -
Total	\$ 1,400.00
Comments: No supplies or Misc	