

INSTRUCTIONS

Submit application to the APSC at least 30 days prior to start of classes. F-20s can be received via email, fax, or postal mail.

Please Attach:

1. course lesson plan and outline;
2. the information requested in 13 AAC 87.010(b)(1-7) if applicable; and
3. instructor application (s) for certification (APSC form F-9), if not already awarded APSC instructor certificate.

When the course is completed, the sponsoring department is requested to:

1. Issue each successful student some verification of course completion, whether it be a certificate, an APSC form F-6, letter or memo. Such documentation should include essential course information: course title, specific date(s) and place given, number of hours, and (if applicable final grade).
2. Send the APSC copies of verification mentioned above, or a roster including essential course information as well as the names and agencies of successful students. This information will be placed in the APSC's course and officer files. Please tell students you are sending verification to the APSC so they need not do so.

The information requested in 13 AAC 87.010(b)(1-7) is listed below:

1. The name of the institution, its governing body, and its instructors.
2. The institution's policy and regulations with respect to leave, absences, class cuts, make-up work, tardiness, and interruption for unsatisfactory attendance.
3. The institution's policy and regulations with respect to standards of progress required of students, including the policy or regulation setting out the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, the probationary period, if any, allowed by the institution, and conditions of re-entrance for those students dismissed for unsatisfactory progress.
4. The institution's policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct.
5. A detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, service charges, rentals, deposits, and all other charges.
6. A description of the available space, facilities, and equipment.
7. An outline for each course which is part of the program, describing the content, skill to be achieved, and approximate classroom hours to be spent on each topic.

The following form can be used to provide the requested information.

Please submit F-20 and course lesson plan and outline for each course requesting certification. The lesson plan must include applicable information requested in 13 AAC 87.010(b)(1-7). A lesson plan submitted without this information will not be processed. Please indicate the page number of your lesson plan where the item is addressed. If the item is not applicable, please indicate the reason in lieu of the page number.

Course Title:

(b) An application for certification under this section shall be submitted on a form prescribed by the council and must be accompanied by the following information, where applicable:

(1) the name of the institution, its governing body and its instructors;

(2) institution policy and regulations with respect to leave, absences, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance;

(3) institution policy and regulations with respect to standards of progress required of students, including the policy or regulation setting out the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, the probationary period, if any, allowed by the institution, and conditions of re-entrance for those students dismissed for unsatisfactory progress;

(4) institution policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct;

(5) a detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, service charges, rentals, deposits, and all other charges;

(6) a description of the available space, facilities, and equipment; and

(7) an outline for each course which is part of the program, describing the content, skill to be achieved, and approximate classroom hours to be spent on each topic.