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**OKLAHOMA ASSOCIATION OF CAREER AND EMPLOYMENT PROFESSIONALS**

**OACEP Opportunity Scholarship**

**FY2018**

**SCHOLARSHIP APPLICATION**

**AND**

**INSTRUCTIONS**

**OACEP Scholarship Mission Statement**

**“To recruit and support students whose career goal will provide   
a path to personal success and economic self-sufficiency.”**

**Application packets must be postmarked no later than May 4, 2018**

The purpose of OACEP is to provide networking and professional development opportunities for career and employment professionals, job placement specialists and other individuals interested in facilitating self-directed career development to increase the economic viability of individuals and families.

The OACEP Opportunity Scholarship is a $1,000 award issued to the bursar account of the scholarship recipient in two payments, $500 per semester, during the 2018 Fall semester and the 2019 Spring semester, after proof of enrollment has been received.

**Scholarship criteria – Applicants must:**

* Be undergraduates attending or applying to attend an accredited Oklahoma post-secondary institution.
* Provide a copy of their degree or certificate plan
* Provide a current, official transcript(s) showing an unweighted GPA of 2.0 or higher
* Demonstrate interest in a specific educational program and career outcome
* Provide proof of enrollment in at least six (6) credit hours per semester at an accredited Oklahoma post-secondary institution or part-time (half days) at a technology center
* Provide a resume linking activities, skills, training, and education to their career goal (may use the resume builder at [http://okcareerguide.org](https://urldefense.proofpoint.com/v2/url?u=http-3A__okcareerguide.org&d=DwMFAg&c=ozaQIQjULwvu86-OCdkRYHRNoyiIvjO9RGA_WNqbchA&r=k78s_inpXfn3XLFdMituvLEyI7Jkz-gXN7phBG5g_5w&m=JqcyALg6DSceYoXbWDZg0IE09DMDi4PsEDZqPxNsvxU&s=004BybbGeE0Dx8et1OSdkIUkmDAcXutkkoCdnzFZZl4&e=))

**Applicants for the OACEP Opportunity Scholarship must submit a complete application packet that demonstrates interest and/or involvement in a career goal and education/training plan that will lead to self-sufficiency.**

**Required application support materials and scoring: (Additional materials will not be considered)**

A rubric with a point scale of 0 to 4 will be used to rate each of the following elements of each applicant’s packet:

* **Overall presentation:** Complete, organized, proofread, edited, professional-looking application packet
* **Essay:** Exactly 500 words explaining the candidate’s educational and career goals, the education or training plan necessary to achieve these goals; accomplishments, activities, honors, or community service that supports pursuit of the goals, why the candidate has chosen this path and should be awarded the scholarship.
* **Academic Degree or Certificate Description or Plan**: Precisely matches the goals expressed in the essay and from college, university, or technology center catalog showing degree /course requirements.
* **Transcript(s)**: Unweighted, official, most recent. (Students who are concurrently enrolled in more than one institution must provide official, most recent, unweighted transcripts from all institutions they are attending.)
* **Reference letters (2):** Letters from employers, teacher, or other professionals must display familiarity with the candidate’s specific academic/training and career goals as well as the candidate’s plans to achieve those goals.
* **Resume:** Professional format, specific content, no proofreading errors, conducive to hire.

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code \_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alternative Phone: (\_\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_\_\_

College or Career Tech:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level: \_\_\_\_\_\_\_\_\_ College Major or Career Tech Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I will be attending a college or career tech center, full or part-time, with the goal of completing a certificate or degree program, that all information on this application is correct, and that I meet all of the required criteria. Any false or misleading statements may invalidate my application. I agree that, if I am selected as a scholarship recipient, the Oklahoma Association of Career and Employment Professionals (OACEP) may release relevant information to the public including the news media.

Signature of Applicant Date

**ACADEMIC STATUS SHEET**

**For first-time-entering freshman: For returning or transfer student:**

**Unweighted High School GPA (A= 4.00)\_\_\_\_\_\_\_\_\_ Cumulative Hours Earned\_\_\_\_\_\_\_\_\_\_**

**GPA\_\_\_\_\_\_\_\_**

**Hours Currently Enrolled\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Completed application packets must be individually mailed to:**

**Brittany Hussain**

**EmPower Program**

**Rose State College**

**6420 SE 15th Street**

**Midwest City, OK 73110**

**For more information, contact Brittany Hussain at 405.736.0358 or email bhussain@rose.edu.**

**Incomplete packets, packets postmarked after the May 4, 2018 deadline, or emailed, faxed, or hand delivered packets**

**WILL NOT**

**be considered.**

**OACEP Opportunity Scholarship Application Checklist**

\_\_\_\_\_\_\_\_\_\_ Completed Application Form

\_\_\_\_\_\_\_\_\_\_ Completed Academic Status Sheet

\_\_\_\_\_\_\_\_\_\_ Essay of exactly 500 words showing word count

\_\_\_\_\_\_\_\_\_\_ Degree or certificate plan (from printed or online catalogue)

\_\_\_\_\_\_\_\_\_\_ Resume

\_\_\_\_\_\_\_\_\_\_ High School, GED, College, and/or Career Tech transcript(s)

\_\_\_\_\_\_\_\_\_\_ Two (2) recommendation letters from employers, teachers, or other professionals. Must speak to candidate’s education and career goals and plan to achieve them.

**OACEP Opportunity Scholarship Rubric**

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**FY2018**

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Not Addressed**  **0 points** | **Fair**  **1 point** | **Good**  **2 points** | **Strong**  **3 points** | **Exceptional**  **4 points** |
| **Overall**  **Presentation** | Missing elements,  disorganized | Fair presentation | Average presentation | Strong presentation | Exceptional, professional presentation |
| **Essay** | Missing.  Undefined goals, no connection to accomplishments, major formatting and/or proofreading errors | Articulates goals, unclear connections to accomplishments, essay format, poor proofreading | Articulates goals, connects to accomplishments, minor formatting and/or proofreading errors | Articulates strong goals, connects to accomplishments, a few minor formatting or proofreading errors | Creatively  articulates insightful &  substantive goals connected to accomplishments, no formatting or proofreading errors |
| **Degree**  **or**  **Certificate Plan** | Missing | Vague connection to goals in essay | Connects to goals in essay | Closely matches  goals in essay | Precisely matches goals  in essay |
| **Unweighted**  **High School, Career Tech,**  **and/or**  **College Transcript** | Missing  or  below 2.0 | GPA  2.0 to 2.49 | GPA  2.5 to 2.99 | GPA  3.0 to 3.49 | GPA  3.5 to 4.0 |
| **Letter #1** | Missing | No connection to degree plan or goals | Slight connection to degree plan or goals | Specific connections to degree plan and goals | Exceptional and specific connections to degree plan & goals |
| **Letter #2** | Missing | No connection to degree plan or goals | Slight connection to degree plan or goals | Specific connections to degree plan and goals | Exceptional and specific connections to degree plan & goals |
| **Resume** | Missing | Unappealing, content, format & proofreading errors, not conducive to hire | Moderate appeal, strong content, contains some errors, barely conducive to hire | Mostly cohesive and presentable, strong appeal, few to no errors, conducive to hire | Excellent format, excellent content and format, no errors, very conducive to hire |