STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT

ASA HUTCHINSON
GOVERNOR

DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Apprenticeship Schools

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying school has any questions concerning the required documentation or the application process please feels free to call our offices at 501.835.3111.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the Superintendent/Principal/equivalent. (7 pages total)

2. Narrative on Official Letterhead, that includes the following information:

- # of students
- Hours of school day
- Length of term
- Curriculum/Degrees offered
- Special events sponsored by the school
- Any other information you wish to provide

3. Copy of 501(c)- IRS Determination

4. Copy of Letter from the Department of Labor.

5. Copy of Letter from Arkansas Career Education noting financial support.

6. Copy of Articles of Incorporation and By-laws (if applicable)

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records.

Applications may be submitted to DFSP via e-mail, fax, or mail.

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