



MIKE HAGAR
SECRETARY

STATE OF ARKANSAS
GOVERNOR SARAH HUCKABEE SANDERS

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT



A.J. GARY
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 to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information, other than what is listed, on a case-by-case basis. Failure to submit all required documentation will result in delay of approval. Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Superintendent/Director/equivalent. (7 pages total)
2. Narrative, on Official Letterhead, that includes the following information:
 - Number of students
 - Hours of school day
 - Length of term
 - Curriculum/Degrees/Certifications offered
 - Special events sponsored by the school
 - Any other information you wish to provide
 - Please sign at the bottom
3. Copy IRS non-profit determination 501(c).
4. Copy of letter from the Arkansas Department of Labor acknowledging apprenticeship school.
5. Copy of letter from Arkansas Career Education noting financial support.
6. Copy of Articles of Incorporation and/or 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 AR FSP via e-mail, fax, or mail. If the applying school has any questions concerning the required documentation or the application process, please feel free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

Jeanne Raymond
Lead Compliance & Utilization Specialist
jeanne.raymond@adem.arkansas.gov

Denise Yancey
Eligibility Specialist
denise.yancey@adem.arkansas.gov