

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD ON-THE-JOB TRAINING SCHOLARSHIP PANEL CHECKLIST

**Instructions:** Business Account Specialist (BAS) and Provider of Services (POS) Management staff are to use this checklist to ensure all required areas of the OJT Scholarship process are addressed. The BAS will initial each item as it is completed. Once complete, the BAS will attach the checklist to the front of the Scholarship Application packet. Please be sure to place all required documentation in the numerical order indicated on the checklist. The BAS should then submit the application packet to their management staff for approval prior to the scholarship panel date.

**Only include the information listed on this form in the Scholarship Package.**

Participant Name:		Date of Request:	
State ID #:		Grant #:	
BAS Name & Agency:		BAS Phone:	
Planned OJT Start Date:		Date Package Received by Management:	
DOCUMENTATION REQUIRED	COMMENTS	BAS INITIALS	POS MGR STAFF INITIALS
1) Checklist Completed			
2) Scholarship Application			
3) Occupational Self Certification			
4) Approved Waiver, if needed			
5) Meets WorkKeys <sup>®</sup> , Reading/Math and O*NET scores.			
6) Job Description			
7) Resume			
APPROVAL STEPS COMPLETED	COMMENTS	BAS INITIALS	POS MGR STAFF INITIALS
1) BAS Approval			
2) BAS Supervisor Approval			
3) Waiver (as required)			
4) Panel Interview Date			
POST PANEL STEPS	POS MANAGEMENT USE ONLY		
	STATUS	INITIALS/DATE	
1) Panel Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
<b>Additional Comments:</b>			