FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHOLARSHIP PANEL
CHECKLIST

Instructions: Employment Readiness Specialists (ERS) or Academic Career Advisors (ACA) are to use this checklist to ensure all required areas are addressed. The ERS/ACA will initial each item as it is completed. Once complete, the ERS/ACA 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 ERS/ACA is to submit the completed via Egnyte no later than 12 noon, Thursday, for the following Tuesday interview panel date.

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

FRWDB staff will crosscheck to ensure all items are complete and **will return any incomplete packets**.

Participant Name:	Date of Request:
State ID #:	Grant #:
ERS/ACA Name & Agency:	ERS/ACA E-Mail:
Planned Training Start Date:	WIOA Enrollment Date:
Training Provider:	Training Program:

DOCUMENTATION REQUIRED	COMMENTS	ERS/ACA INITIALS	FRWDB STAFF INITIALS
1) Scholarship Application			
2) Financial Aid Documentation			
3) Occupational Self-Certification			
4) Approved Waiver, if applicable (attach first 2 pages only)			
5) Career Track Application			
6) Current Interview Ready Resume (redact address/phone#)			
Verification	COMMENTS	ERS/ACA INITIALS	
Drug Testing Requirement (**do not attach document**)	N/A ☐ Yes ☐		
Training CANNOT start until the "pass" drug test results are received.			

APPROVAL STEPS	COMMENTS	INITIALS	FRWDB STAFF INITIALS
1) ERS/ACA Approval			
2) ERS/ACA Supervisor Approval			
3) Package Received Date/Panel Interview Date			

POST PANEL STEPS	FRWDB USE ONLY	
	STATUS	INITIALS/DATE
1) Panel Decision	☐ Approved ☐ Denied	
2) Award Certificate ordered		

Additional Comments: