



July 12, 2021

Subject: Person in Charge

Attn: City or Tribal Administrator

The Alaska Energy Authority (AEA) has an upcoming **online Person in Charge Training Class beginning December 6, 2021**. We invite you to submit names of individuals you would like to send to this training session. To be considered for training, candidates must be employed as an operator at the bulk fuel tank farm, or who performs bulk fuel transfers, and has completed the Alaska Vocational Technical and Educational Center (AVTEC) Bulk Fuel Operators courses.

The training session is two weeks long and will be held online through AVTEC in Seward, Alaska. Students who complete and pass the course will receive a certificate.

If you would like, you may submit more than one candidate application for these AVTEC training sessions. Please indicate which individual is the primary and which the alternate candidate is. If space is available, both candidates may be able to attend.

If you are interested in this upcoming class, you will need to complete and submit an application, by November 19, 2021. As the class is on a first-come, first-served basis, we encourage you to submit your application as soon as possible.

If you have any questions, please contact me at (907) 771-3069 or djohnston@akenergyauthority.org. I look forward to hearing from you.

Sincerely,

Daniel F. Johnston Jr.
Project Manager



Alaska Energy Authority Training Program Statement of Understanding

ZERO-TOLERANCE & INCOMPLETION POLICY

The Alaska Energy Authority (AEA) has implemented a zero-tolerance policy for the use or possession of alcohol and illegal drugs within its training programs. Therefore, individuals actively participating in a training program found to be under the influence or in possession of alcohol or illegal drugs shall be removed immediately from the program. This zero-tolerance policy applies to all participants from the time they leave their communities. **The employer of a participant, who chooses not to comply with this AEA policy and is removed from or fails to complete the program, is responsible for all training costs incurred (up to \$6,500). This includes, but is not limited to, bus fare, lodging expenses, tuition, and meal costs.**

If a participant fails to complete their courses and does not receive certification it is the responsibility of the employer to refund AEA any costs incurred on behalf of the participant.

I _____ (name of training participant) certify that I clearly understand and agree to the terms and conditions of the above stated policy.

Signature, Training Participant

X _____ Date _____

I _____ (name of supervisor or designee) certify that I clearly understand and agree to the terms and conditions of the above stated policy.

Signature, Supervisor or Designee

X _____ Date _____

Utility/Entity Name _____

EMPLOYMENT AGREEMENT FOR

(write name of bulk fuel or power plant facility)

This agreement is entered into on _____ between _____
(date) (employee name)

It is agreed that the above mentioned employee will be employed or continued employment at the above mentioned facility. The employee will successfully complete the Person in Charge Online training course. Cost for the training to be paid for by the Alaska Energy Authority (AEA). The employee was recommended to AEA for training and employment will be guaranteed at the facility.

This agreement in no way limits or constrains the supervisor from terminating the individuals employment for cause or for occurrences beyond its control.

This agreement has been agreed to and executed by:

EMPLOYEE

FACILITY

(printed name)

(printed name)

(title)

(title)

(signature)

(date)

(signature)

(date)

Student Contact Sheet

ALL portions of this form MUST be filled out

First Name

Last Name

Home Phone

Mobile or Message Phone

Fax Number (may use employer's)

Email address

Mailing Address

City, State

Zip

Supervisor Name

Supervisor Phone

Work Address (if applicable)

City, State

Zip

PERSONAL INFORMATION (Please Print Clearly)			
Last Name	First Name	M.I.	Social Security Number (required)
Mailing Address		City	State Zip Code
Date of Birth / / ()		Home Phone Number ()	Cell Phone Number ()
		E-mail Address	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
EMERGENCY NOTIFICATION		TRAINING CHOICES	
Name		1) Person In Charge	
Relationship		Enrollment Date: 12/6/2021 to 12/17/2021	
Address		2)	
City State Zip Code		Enrollment Date:	
() ()		3)	
Home Phone Cell Phone		Enrollment Date:	
SIGNATURE			
Signature		Date	



Bulk Fuel Terminal Person-In-Charge (PIC) Technology Check

Welcome to the AVTEC Bulk Fuel Terminal Person-In-Charge Online Course

Please send an email to:

admissions@avtec.edu
John.Hitchcock@avtec.edu
djohnston@akenergyauthority.org

confirming you have successfully COMPLETED the <https://zoom.us/test> listed below and you have read and understand all the information you have received. We can also answer any questions you have.

In order for you to be able to fully participate in the online course please be certain you have and do the following As Soon As Possible (ASAP) and well before class officially starts per date and time on your acceptance letter:

1. Access to a reliable internet connection and a laptop/desktop computer, tablet, equipped with a mic/speakers (or headset/mic), and camera/webcam.
2. Internet Connection must be capable of maintaining a live Zoom Video Conference.

PLEASE TEST THIS **ASAP**: <https://zoom.us/test>

We look forward to meeting you online & are standing by to assist you!

John Hitchcock, john.hitchcock@avtec.edu, 907-224-6193, AVTEC Instructor
Tess / Joanna, admissions@avtec.edu, 907-224-3322, AVTEC Admissions
Daniel Johnston, djohnston@akenergyauthority.org, 907-771-3069, AEA PM