



July 12, 2021

Subject: Power Plant Operator

Attn: General Manager

The Alaska Energy Authority (AEA) has an upcoming **Hybrid (online and in-person) Power Plant Operator Training Class beginning September 7, 2021** (online 9/7/21 to 11/15/21 Lab in Seward 11/29/21 to 12/10/21 or 1/10/22 to 1/21/22). 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 Power Plant in your community.

The training session is 10 weeks long for the online class and two weeks long for the in-person lab, which will be held at the Alaska Vocational Technical and Educational Center (AVTEC) in Seward, Alaska. The training program pays for transportation to and from Seward, tuition, and room and board while in Seward. 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 August 20, 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 _____

Participant Contact Sheet

ALL portions of this form MUST be filled out.

First Name

Last Name

Home Phone

Work or Message Phone

Fax Number

Region

Mailing Address

City, State

Zip

Utility/City Manager Name

Contact Number

Work Address (if applicable)

City, State

Zip

EMPLOYMENT AGREEMENT

FOR

[Insert Name of Electric Utility]

This Agreement is entered into on _____ (***date***) between

(***Employee Name***) and _____
(***Utility Manager or other Authority***).

By this Agreement, it is agreed that new or continued employment to the *above mentioned employee* who, at the expense of the Alaska Energy Authority (AEA), successfully completes the ***Power Plant Operator*** Training Course. The individual named was recommended to AEA for training by and employment will be guaranteed at _ (***Name of Electric Utility***).

This Agreement in no way limits or constrains the utility from terminating the individual's employment for cause or for occurrences beyond its control.

This Agreement has been agreed to and executed by:

For Employee:

Signature

Printed Name

Title

Date

For Above Named Utility/Facility:

Signature/Utility Manager or Authority

Printed Name

Title

Date

Manager Contact Phone Number

PERSONAL INFORMATION - Please send a photocopy of a government-issued picture I.D.

Last Name		First Name		M. I.	Social Security Number <small>(required)</small>	
Mailing Address		City	State	Zip Code	Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F
(____)		(____)				
Home Phone		Cell Phone		E-mail Address		

TRAINING CHOICE - Please list the training course you are applying for.

Course Name: Power Plant Operator Enrollment Date Desired: 9/6/21 to 11/15/21
EDUCATIONAL BACKGROUND - Please send a copy of High School or GED Diploma, or transcripts.

High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Graduation Year	Name of High School	City	State
GED Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Year of Diploma	Highest Grade Completed		
Attended College? <input type="checkbox"/> Yes <input type="checkbox"/> No		Vocational Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Years/Credits Earned	Months/Years Attended		

FINANCIAL INFORMATION - Financial aid must be secured prior to arrival for training.

Please indicate how you intend to pay for your training (tuition, fees, books, tools, supplies, room and board). It is highly recommended that you apply for grants and scholarships to help fund your training. Please mark which agencies you intend to apply with:

- Pell Grant ☐ Yes ☐ No
- Scholarships ☐ Yes ☐ No (Civic Organizations, Schools, Private Companies)
- Alaska Student Loans ☐ Yes ☐ No
- Other Grants ☒ Yes ☐ No (State of Alaska Department of Labor and Workforce Development; Department of Vocational Rehabilitation; Bureau of Indian Affairs)
- Veteran's Benefits ☐ Yes ☐ No
- Personal Funds ☐ Yes ☐ No

Please complete the area below IF you already know which agencies will be assisting you financially:

<u>Alaska Energy Authority</u>	<u>Daniel Johnston 907-771-3069</u>
Agency Name and Address	Contact Person and Phone Number

Agency Name and Address	Contact Person and Phone Number
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HOUSING

Please indicate your housing preference while attending training:

- ☐ Dormitory *MINIMUM AGE IS 18 YEARS OLD FOR ACCEPTANCE INTO THE DORM*
- ☐ Family Housing (Family Housing is limited)
- ☐ Off Campus

ALASKA RESIDENCY - THE APPLICANT...

- ☐ is domiciled in the state of AK.
- ☐ is presently serving in the military with the intent of being domiciled in the state of AK upon completion of military duty.
- ☐ has graduated from an accredited high school or post-secondary institution in the state of AK, or has earned a GED while domiciled in the state of AK.

BACKGROUND DATA	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit copies of court judgment records for review by AVTEC's Counseling Department.</i>	
Are you currently incarcerated, on probation or parole, or have been within the past six months? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit copies of court judgment records for review by AVTEC's Counseling Department.</i>	
Have you been court ordered to complete an assessment or treatment program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, submit copies of court judgment records and proof of completion of the treatment program for review by AVTEC's Counseling Department.</i>	
HOW DID YOU HEAR ABOUT AVTEC?	CITIZENSHIP & ETHNICITY - Voluntary completion by all applicants
<input type="checkbox"/> Agency Referral <input type="checkbox"/> Alumni Referral <input type="checkbox"/> Direct-Mail Flyer <input type="checkbox"/> Friends/Family <input type="checkbox"/> H. S. Counselor/Teacher <input type="checkbox"/> Internet <input type="checkbox"/> Met AVTEC Rep at Job Fair <input type="checkbox"/> Movie Ad <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Public Transportation <input type="checkbox"/> Radio or TV Ad <input type="checkbox"/> Toured AVTEC	<input type="checkbox"/> Nonresident Alien <input type="checkbox"/> Race and Ethnicity Unknown <input type="checkbox"/> Hispanic of Any Race ETHNICITY - Voluntary completion by Non-Hispanics only <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more races
SPECIAL ACCOMMODATIONS	
Do you require any special accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list:</i> _____	
EMERGENCY NOTIFICATION	
Name: _____ Relationship: _____ Address: _____ City: _____ State: _____ Zip: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____	
ADMISSION REQUIREMENTS - Read AVTEC's catalog for complete requirements of intended course.	
1. Students are scheduled on a space-available basis. 2. A photocopy of a government-issued picture ID (i.e. driver's license, state ID card, tribal ID card) must be submitted. 3. Applicants under the age of 18 must already have earned their High School or GED diploma, have parental <u>am is granted.</u> 4. If an applicant is at least 18 years old, and does NOT have a diploma, he/she must pass the "Ability to Benefit" test. 5. Non-resident tuition is double the amount listed for residents. (Other costs are the same as for Alaskan residents.) 6. Complete the Free Application for Federal Student Aid (FAFSA). AVTEC School Code is: 031603	
SIGNATURE - To the best of my knowledge, the above information is true and correct	
Applicants who do not, do not complete their application process, or do not provide accurate and complete information will not be scheduled for training. If an applicant provides false information, his/her acceptance will be canceled. Failure to pay by due dates may result in cancellation from training or dismissal. <u>THE TRAINING APPLICATION IS VALID FOR ONE YEAR.</u> <div style="text-align: center; margin-top: 10px;"> BY SUBMITTING THIS APPLICATION, I AGREE THAT I AM SOLELY RESPONSIBLE FOR ANY DEBT I HAVE INCURRED AT AVTEC. </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"></div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> SIGNATURE DATE </div>	



Alaska Energy Authority Training Program Statement of Understanding

REQUIRED SAFETY ITEMS

Due to safety requirements and to participate in the Alaska Energy Authority's (AEA) training programs at the Alaska Vocational Technical Center (AVTEC), all trainees **MUST** have the following items:

- Cotton duck bib overalls (i.e. Carharts);
- Boots with oil-resistant soles (non-slip) and safety toes (i.e. steel-toed); and
- Safety glasses

If students need to purchase the above-mentioned items, they will have the opportunity before they begin their classes. The approximate cost of the needed items is \$350 if purchased at Bay Traders True Value in Seward.

If students arrive without the needed items and with no means to purchase, they will not be allowed to participate in the training. AVTEC policy states that students cannot be allowed on training sites without the above-mentioned items as they are safety requirements.

I _____ (name of training participant) certify that I will bring these items with me to training or will purchase them before classes begin.

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 and will make clear how the employee will pay for the items.

Signature, Supervisor or Designee

X _____ Date _____

Utility/Entity Name _____



Power Plant Operator (PPO) Technology Check

Welcome to the AVTEC Power Plant Operator Online

Course: Please send an email to:

admissions@avtec.edu
jerry.blitz@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!

Jerry Blitz, jerry.blitz@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

Employer Travel Instructions

The Alaska Energy Authority (AEA) covers the cost of travel to and from Seward, and lodging and meals while attending the class. AEA also covers the cost of transportation from Anchorage to Seward and back via Seward Bus Lines. To secure your seat on Seward Bus Lines for transport to the Alaska Vocational Technical Center (AVTEC) from Anchorage, please fill out the reservation form included in your application packet.

Please note, the employer is responsible for arranging travel from the community to Anchorage and back to the community.

Lodging

Students will stay in the AVTEC dorms.

Meals

Meals are provided at the school cafeteria.

Schedule

Class is Monday through Friday from 8:30 a.m.-3:30 p.m.

Transportation to Seward

On Sunday November 28, 2021 the student will be transported to Seward via the Seward Bus Lines. They will need to be at the bus depot located at 1130 West International Airport Road by 12:30 p.m., The November 28, 2021, bus ride takes about three hours and will take the student to AVTEC's dorms in Seward.

Transportation to Anchorage

For your return to Anchorage, Seward Bus Lines will pick you up at the AVTEC dorms at 9 a.m. on Saturday December 11, 2021 and will drop you off back at the bus depot located at 1130 West International Airport Road. You may request to be dropped off at a Hotel or the Airport for no additional charge.

Contact Information

Daniel F. Johnston Jr.

Project Manager

(907) 771-3069

djohnston@akenergyauthority.org



Name

First Name Last Name

E-mail

Phone Number

-

Area Code Phone Number

Number of Passengers *

For only \$5.00 extra we pick up and drop off at any Anchorage Airport, any hotel in Anchorage, or any rental car company.

Need A Pick Up?

\$5.00 extra per person for pick up or drop off

***Blackout dates:** We are not open on certain holidays including July 4th, New Years Day, and Christmas

***Cancellation Policy - PLEASE READ BEFORE PURCHASE**

Cancellations by Clients: Cancellation by you, the client, (5) days or more prior to travel date will receive a full refund less a non-refundable 15% transaction fee of the total purchase price. Reservations canceled (2) day prior to travel date will be NON- REFUNDABLE.

Cancellations by SBL (Seward Bus Lines): In the rare event that a scheduled trip will be canceled by SBL, we reserve the right to cancel it for any reason we deem necessary be it weather, mechanical, logistical, or etc. we will refund all payments in full.

The full purchase price refund will the extent of our liability. We will not be held responsible for any and or other expenses incurred by the client by our cancellation.

Employer is responsible to arrange travel from the community to Anchorage

Alaska Energy Authority covers the cost of this:

If using the Seward Bus for travel to AVTEC from Anchorage then please fill out the reservation form included in your application packet. Seward Bus is closed on Sundays and I will need to make special arrangements to charter with them.

On Sunday, November 28, 2021, the student will be transported to Seward via the Seward Bus Lines. They will need to be at the bus depot at 1130 West International Airport Road **by 12:30p.m., Sunday, November 28, 2021**. The bus usually takes about 3 hours and will take the student directly to the AVTEC dorms in Seward.

The student will stay in the AVTEC dorms. Meals are provided at the school cafeteria. Class is from 8:30-3:30 Monday through Friday.

Upon completion of class students will receive a certificate.

For your return to Anchorage, Seward Bus Lines will pick you up at the AVTEC dorms at **9:00 AM** on **Saturday, December 11, 2021** and will drop you off back at the bus depot at 1130 West International Airport Road. You may request to be dropped off at a Hotel or the Airport for no additional charge.

Employer is responsible to arrange travel from the Anchorage to community.

Americas Best Value Inn & Suites Anchorage Airport
4360 Spenard Rd. Anchorage, AK 99517
Redlion.com
907-243-6366

Alex Hotel & Suites Anchorage Airport
4615 Spenard Rd. Anchorage, AK 99517
Alexhotelalaska.business.site
907-243-3131

Lakeshore Inn and Suites
3009 Lakeshore Dr. Anchorage, AK 99517
Lakeshoremotorinn.com
907-248-3485

Puffin Inn of Anchorage
4400 Spenard Rd. Anchorage, AK 99517
Puffininn.net
907-243-4044

Coast International Inn
3450 Aviation Ave, Anchorage, AK 99502
Coasthotels.com
907-243-2233

Holiday Inn Express Anchorage
4411 Spenard Rd. Anchorage, AK 99517
ihg.com
907-248-8848

Courtyard by Marriott Anchorage Airport
4901 Spenard Rd. Anchorage, AK 99517
Marriott.com
907-245-0322

The Lakefront Anchorage
4800 Spenard Rd. Anchorage, AK 99517
Millenniumhotels.com
907-243-2300