Ketchikan
INDIAN COMMUNITY
Education & Training

Client Services

Growing Our Future
Welcome

Gunalchéesh, Hāw’aa, N’doyackshn for visiting us today and taking the first step to your success! We look forward to working with you on your employment, education, and training goals.

In the following pages, you can learn more about our department and the services we offer. Wherever you are on your employment and educational journey, we hope to work with you on accomplishing your goals!

To your success,

Education and Training Staff

615 Stedman Street
Ketchikan, AK 99901
Reception: (907) 228-9365
Fax: 1-800-591-0121
Our Vision
That every KIC tribal member would achieve self-sufficiency, success, and fulfillment, have ready access to opportunities to achieve their goals and know the possibilities for achievement at every age and every stage of life.

Mission

Education and Training
The purpose of Education and Training is to provide opportunities to tribal members to achieve their education and vocational goals, to identify barriers to educational and vocational success, and to provide supports that will decrease barriers, increase self-sufficiency and promote well-being and cultural heritage throughout the Tribe.

Heritage Language Programs
The KIC language program seeks to preserve and revitalize the heritage languages of the Tlingit, Haida, and Tsimshian people, in service to the ultimate goal of revitalization: language fluency. This program includes translation and documentation, instructional workshops, classroom courses, apprenticeship and mentor work, resource and curriculum development, and community language facilitation.

Youth Services
KIC’s Youth Programs provide traditional teaching for tribal and community youth focused on strengthening tribal youth’s cultural identity, academic achievement, and leadership skills. Native knowledge, ways of knowing and worldviews are highly regarded in KIC’s youth programing and are reflected in all activities.
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Step 1: Initial Contact
- Staff will meet with applicants to determine the appropriate program to apply for to assist with education, employment, and training needs.

Step 2: Application(s) Provided
- Staff will provide appropriate applications for services.

Step 3: Submit Completed Application
- Submit completed and signed application to appropriate department staff by application deadline.
- Incomplete applications will receive a pending letter mailed to the address listed on the application detailing missing documents necessary to complete their application.
- Completed applications will be forwarded to staff to schedule an appointment with the applicant and proceed to step 4.

Step 4: Appointment with Program Staff
- Depending on the program, applicants may meet with program staff to complete policy required activities.
- Completed applications that do not require an appointment with staff will move to step 5.

Step 5: Determination
- Staff review completed applications for eligibility according to the tribal council-approved program policies.
- A written determination will be made on the application within 10 business days or by deadline specified in program application.
Client Grievance Procedures

A procedure has been established and maintained by the Ketchikan Indian Community (KIC) to assist clients in resolving any complaints or grievances arising from a real or perceived violation of client rights.

No specific form is necessary to file a grievance; however, a grievance must be in writing. You must clearly state the problem(s) by detailing the actions taken or not taken by KIC staff and outline possible solutions and/or resolutions.

Step 1:
- Submit a complaint in writing to the Education and Training Director.
- An informal meeting will be scheduled to discuss the complaint.
- If the complaint cannot be resolved informally, the Education and Training Director shall, within 10 days of receipt of the complaint, issue a written decision and inform the client of the opportunity to further appeal the matter outlined in Step 2 below.

Step 2:
- If unsatisfied with the written decision by the Education and Training Director, submit an appeal in writing within thirty (30) days of Step 1 to:

  KIC Tribal Administrator
  2960 Tongass Avenue
  Ketchikan, AK 99901
The AEO scholarship provides supplementary scholarship assistance to tribal members who are attending, or plan to attend, an accredited college or university in pursuit of an undergraduate or graduate degree.

Scholarship award amounts depend on part- or full-time status and whether the degree program is undergraduate or graduate.

Students with a 3.5 GPA or higher may apply to be considered for a merit scholarship. Merit scholarships are only considered for the May deadline and are selected by the Tribal Council Education Committee. Three merit scholarships are awarded each year.

**Eligibility Requirements**
- Enrolled member of Ketchikan Indian Community
- Obtained high school diploma or GED
- Have a 2.0 GPA or higher
- Attending an accredited, non-profit college or university

**Application Information**
- The New Student Scholarship application is for tribal members who have never received a scholarship from AEO or did not receive a scholarship the previous academic year.
- The Continuing Student Scholarship application is for tribal members who received a scholarship in the previous academic year.

**Application Deadline**
The application must be received or postmarked by published May deadline. Applications received after the deadline are waitlisted pending additional funding.
Application Process

- Complete and sign appropriate application and submit by deadline.
- Submit all required documentation. Page four of each application details the required documentation and acceptable placeholder documents.
  - Please note: AEO staff primarily communicate through email regarding application status. Please include an email address you check regularly on your application.
- After submitting your application, staff will email you information to complete the Academic Plan.
- Staff begin processing complete applications after the deadline has passed. Applications are processed using an 85-point scale:
  - Residency (40 points)
  - Demonstrated financial need (20 points)
  - GPA (up to 10 points)
  - Class standing (up to 10 points)
  - First-time freshman or continuing student (5 points)
- Merit scholarships are selected by the Education Director and two delegates from the Education Committee:
  - Staff prepare packets containing the applicants’ transcripts and essay with all personally identifiable information redacted.
  - The reviewers select three recipients from all eligible merit applicants; one recent high school graduate and two other applicants.
  - Applicants not selected for the merit scholarship are considered for a regular scholarship.

Award Notification
Determination letters are mailed to the address provided on the application by mid-June.
Wait Listed Applications

Applications received after the May deadline are placed on the waitlist for the tentative October deadline. The October deadline is dependent on the availability of funds remaining after the May deadline.

If funding remains, staff will accept applications and the process detailed on page four will be followed.

Contact
Education and Training
Phone: (907) 228-9365
Fax: 1-800-727-2091
Email: scholarships@kictribe.org
This program provides supportive services to unemployed tribal members searching for work and newly employed tribal members.

Supplemental assistance for:
- GED testing fees
- Interview clothing voucher for unemployed tribal members
- Work clothing or tool voucher for tribal members newly employed within the last 60 days
- Course fee assistances for courses that lead to increased employability

Eligibility Requirements
- Enrolled member of Ketchikan Indian Community.
- 30-day residency in Ketchikan Gateway Borough service area (excludes the Organized Village of Saxman).

Application Process
- Complete and sign Workforce Development Services application and submit by deadline with all supporting documents listed on page two of application:
  - GED testing fees: No deadline
  - Interview clothing: No deadline
  - Work clothing or tool voucher: Within 60 days of hire
  - Course fee assistance: 4 weeks before training begins
- Schedule appointment with E&T staff to complete Career Development Plan and Career Ready 101 pretests.

Contact
Education and Training
Phone: (907) 228-9365 Fax: 1-800-727-2091
Email: eet@kictribe.org
The Esther Shea Cultural Studies Program encourages tribal members to explore and perpetuate our cultural heritage, including language studies and the arts, by providing financial assistance for enrollment in courses at local institutions.

Grants may cover tuition and registration costs of arts and language courses at the Totem Heritage Center and University of Alaska Southeast. Income-eligible tribal members may apply to receive assistance with supplies.

**Eligibility Requirements**
- Enrolled member of Ketchikan Indian Community for at least 60 days.
- Reside on Revillagigedo Island.

**Application Process**
- Complete and sign Esther Shea Cultural Studies Program application and submit two weeks before class begins.
- Submit all required documentation:
  - Copy of KIC enrollment card or document
  - Copy of IDedriver’s license
  - Proof of enrollment from the Totem Heritage Center or UAS Ketchikan
- Funding is award on a first come, first serve basis. Staff process applications after the deadline and mail a written determination to the mailing address provided prior to the first day of class.

**Contact**

Education and Training  
Phone: (907) 228-9365  
Fax: 1-800-727-2091  
Email: eet@kictribe.org
Career Ready 101 and National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) is a portable, nationwide certificate that demonstrates to employers you have the skills to succeed on the job. The skills assessed by the NCRC are considered valuable by employers and essential skills employers look for in job candidates.

Career Ready 101 is an online program that prepares job seekers and students to take the WorkKeys assessments. Individuals will first practice and prepare with Career Ready 101 before testing to receive their NCRC.

Staff can administer the three WorkKeys assessments necessary to receive a National Career Readiness Certificate: Applied Math, Workplace Documents, and Graphic Literacy.

Eligibility Requirements
- Career Ready 101 access free to all job seekers
- NCRC testing available to KIC tribal members

Community Rehabilitation Provider (CRP)

We are an approved Community Rehabilitation Provider through the State of Alaska’s Department of Vocational Rehabilitation (DVR) to provide assistance to people with disabilities, focusing on Pre-Employment Transition Services to youth and young adults.

Services provided as a CRP must be the result of a referral from the DVR office.

Eligibility Requirements
- Individual deemed eligible and approved for service by DVR
- Referral made to KIC by DVR
Employability Assistance

Employment Support Services staff work with any Alaska Native or American Indian individual of working age on identifying a career path that will work toward achieving higher levels of self-sufficiency and professional development.

Staff are available to assist individuals with a variety of employability needs:
- Job searches
- Resume building
- Interviewing skills
- Job readiness

Staff also work with eligible participants to find suitable:
- Training opportunities
- Work experience
- On-the-job placements
- Provide services or referrals to programs that decrease barriers to employment and educational/vocational success.

This program can also serve individuals with disabilities or other barriers to employment.

We believe in employment first and will help those who have a need for other kinds of employment support to accomplish their goals.

Eligibility Requirements
- Any Alaska Native or American Indian individual
- No application required

Contact

Education and Training
Phone: (907) 228-9365
Fax: 1-800-591-0121
Email: eet@kictribe.org
Revitalization and Fluency
The KIC language program seeks to preserve and revitalize the heritage languages of the Tlingit, Haida, and Tsimshian people, in service to the ultimate goal of revitalization: language fluency. This program includes translation and documentation, instructional workshops, classroom courses, apprenticeship and mentor work, resource and curriculum development, and community language facilitation.

Apprenticeships
Individuals interested in a language apprenticeship should contact the Heritage Language Facilitator in that language for more information.

Shm'algackyack Language Class (Kayhi)
Enrolled students learn Shm'algackyack using curriculum and a learning path that meets district Foreign Language Proficiency standards. Special guest instructors also provide instruction on genealogy and cultural practices and protocol.

Interested students should sign up during scheduling or contact Terri Burr with additional questions.

Contact
Ahl'ildaaw (Terri Burr) for Shm'algackyack (Tsimshian Language)
Phone: 907-228-9318
Email: tburrr@kictribe.org

Yakdushí (Lisa Dewitt-Narino) for Lingít (Tlingit Language)
Phone: 907-228-9487
Email: ldewitttnarino@kictribe.org

Skil Jáadei (Linda Schrack) for Xaad Kíl (Haida Language)
Phone: 907-228-9324
Email: lschrack@kictribe.org
The Mary Jones Excellence in Healthcare Scholarship provides continuity of care in KIC’s Tribal Health Clinic by supporting our KIC tribal members in obtaining education in the medical field.

This program provides supplemental support for enrolled KIC tribal members who are pursuing accredited healthcare-related degree programs and agree to one-year of full-time service in KIC’s Tribal Health Clinic per year of funding awarded.

**Eligibility Requirements**
- Enrolled member of Ketchikan Indian Community
- Obtained high school diploma or GED
- Have a 2.0 GPA or higher
- Attending an accredited, non-profit college or university and admitted to one of the following degree programs:
  - Nursing
  - Medicine-related sciences
  - Dentistry
  - Pharmacy
  - Medical coding and billing
  - Healthcare administration
  - Behavioral health

**Application Deadline**
The application must received or postmarked by published May deadline. Applications received after the deadline are waitlisted pending additional funding.
Application Process
- Complete and sign application and submit by deadline.
- Submit all required documentation. Page three of the application details the required documentation and acceptable placeholder documents.
  - **Please note:** Staff primarily communicate through email regarding application status. Please include an email address you check regularly on your application.
- After submitting your application, staff will email you additional information to complete your application.
- Staff begin processing complete applications after the deadline has passed.

Award Notification
Determination letters are mailed to the address provided on the application by mid-June.

Wait Listed Applications
Applications received after the May deadline are placed on the waitlist for the tentative October deadline. The October deadline is dependent on the availability of funds remaining after the May deadline.

If funding remains, staff will accept applications and the process detailed on above will be followed.

Contact
Education and Training
Phone: (907) 228-9365
Fax: 1-800-727-2091
Email: scholarships@kictribe.org
Our Summer Youth Training and Employment Program (SYTEP) provides tribal youth ages 14-18 with on-the-job experience by partnering with local employers and to strengthen job and life skills through weekly workforce training workshops.

SYTEP partners with local employers and organizations to offer youth unique job experiences to gain valuable work and life skills. Staff also provide weekly work and life skills training to enhance tribal youths’ employability.

**Eligibility Requirements**
- Enrolled member of Ketchikan Indian Community.
- Reside in Ketchikan Gateway Borough service area (excludes the Organized Village of Saxman).
- 14-18 years old, 18 only if graduated in current year or will be a senior in the next academic year.

**Application Process**
- Complete and sign Summer Youth Training and Employment application by advertised deadline.
- Submit all required documentation:
  - Copy of KIC enrollment card or document
  - Copy of ID/driver’s license
  - Copy of Social Security card
- Participate in interview skills workshop and employer interviews.
- Availability of positions is dependent on funding and number of employer partnerships.

**Contact**
Education and Training
Phone: (907) 228-9365
Fax: 1-800-591-0121
Email: sytep@kictribe.org
An Advanced Education Program
The Tribal Scholars Program is an advanced education program open to all Native secondary students in the Ketchikan Gateway Borough School District. It offers a supportive, engaging, and culturally-enriched educational alternative.

Tribal Scholars provides enrolled students with all of the core credits necessary for their high school diploma—English, science, mathematics, and social studies—at KIC’s Tribal Youth Center under the guidance of tribal teachers who provide academic counseling and monitoring of each student’s educational engagement and progress. Additionally, students have unique opportunities to learn the Tlingit, Haida, and Tsimshian languages, as well as earn college science credits for traditional gathering and subsistence practices through a partnership with UAS-Ketchikan.

The program operates from 8:00 AM to 12:05 PM each morning and requires students to attend either Ketchikan High School or Revilla Alternative School each afternoon to take elective courses.

Eligibility Requirements
- Any Alaska Native or American Indian student within Ketchikan Gateway Borough School District
- Complete application and interview process

Contacts
Sonya Skan
Phone: (907) 228-9365
Email: sskan@kictribe.org
Fax: 1-800-591-0121

Tiffany Pickrell
Phone: (907) 228-9237
Email: tpickrell@kictribe.org
The goal of our Tribal Youth Program is to increase attendance and graduation rate of our Alaska Native/American Indian students by:

- Providing a safe space for youth grades 6-12 to come after school
- Homework assistance
- Evening workshops for students and parents
- Family nights
- After school program
  - 1-hour homework session
  - Games and art projects
- Opportunity to attend community cultural/school events

The Tribal Youth Center is open Monday through Friday after school until 5 PM.

Contact
Tribal Youth Liaison
615 Stedman Street, Ketchikan, AK 99901
Phone: (907) 228-9365
The Vocational Training Grant program provides supplementary assistance to tribal members pursuing a certificate or license that will lead to employment or increased success in the workplace.

Grant award amounts depend on the length of training and structure of training program, up to $8,000.

**Eligibility Requirements**
- Enrolled member of Ketchikan Indian Community.
- 30-day residency in Ketchikan Gateway Borough service area (excludes the Organized Village of Saxman).
- Obtained a high school diploma or GED.
- Admitted to a certificate or license program no longer than 24 months at an accredited institution.

**Application Process**
- Complete and sign Workforce Development Services application and submit at least 4 weeks before training begins.
- Submit all required documentation:
  - Copy of KIC enrollment card or document
  - Copy of ID/driver’s license
  - Copy of Social Security card
  - 30-day proof of residency (rent/mortgage receipt, paystub with address, or utility bill receipt)
  - Copy of high school or GED transcripts
  - Proof of vocational training enrollment or registration
- Schedule appointment with E&T staff to complete Career Development Plan and Career Ready 101 pretests.

**Contact**

Education and Training
Phone: (907) 228-9365
Fax: 1-800-727-2091
Email: eet@kictribe.org

Ketchikan Indian Community
This program assists tribal children and youth ages 0 - 18 in accessing community-based activities that promote healthy lifestyles, relationship development, skill-building, and community engagement.

Activities funded under this program must be an activity or event that is sponsored or hosted by an organization, have consistent adult supervision and leadership, and be directly linked to the development of one or more of the following Protective Factors:

- Development of strong positive social support system (i.e. healthy relationship-building activities with family/parents, adults and/or peers)
- Healthy lifestyle practices
- Positive self-esteem
- Good problem-solving skills
- Feeling of control over one’s own life
- Spirituality connectedness & development
- Substance use avoidance
- Economic security
- Constructive recreational opportunities
- Community bonding
- Consistent home/family routine
- Regular school attendance & academic performance

**Eligibility Requirements**

- Enrolled member of Ketchikan Indian Community.
- Reside on Revillagigedo Island
- Income eligible

**Application Process**

Complete application along with KIC enrollment, copy of photo ID, proof of residency, activity enrollment and cost, and proof of income.

**Contact**

Education and Training  
Phone: (907) 228-9365 Fax: 1-800-591-0121
Back to School Backpack Event
Each August before school starts, KIC tribal members of all grades can receive a free backpack and school supplies. In 2019 a record of over 200 students visited our offices!

Culture Camp
Culture Camp provides an opportunity each summer for tribal youth to learn traditional practices in a nurturing and fun environment alongside supportive adults, culture bearers, elders, and tribal community members.

Culture Camp activities include
- Traditional singing, dancing, and story-telling
- Hiking and swimming
- Fish preparation and smoking
- Language learning
- Drum making
- Weaving
- Instruction in traditional knowledge of the environment, team-building, and youth leadership development.

Keep an eye out late spring or early summer for advertisements and applications for our annual culture camp.

Graduation Celebration
Our annual Graduation Celebration honors graduating high school seniors and youth being promoted from the eighth grade to high school.

This celebration empowers our tribal youth by celebrating their achievements while also bringing our community together to encourage young students moving into high school that they can and will achieve their goal of graduating.

Watch for announcements each April for details for the May ceremony.
Family Evening Program
Spend family time together creating fun projects! Bring your projects and supplies to work with Native Arts Instructor Debbie McLavey. Projects include cedar hats, baskets, regalia making, moccasin making, and beading. This winter the program plans to partner with Northwest Coast Art Instructors to offer opportunities such as design for aprons, capes, leather aprons, robes; Ravenstail weaving, and possible warp spinning for Ravenstail and Chilkat weaving.

- Open to all Alaska Native or American Indian individuals and families on a first come, first serve basis with KIC tribal members receiving priority.
- Monday, Tuesday, Thursday, and Friday nights during the school year at the Tribal Youth Center from 6 to 9 PM.

High School Native Art Program
Enrolled students learn cedar bark weaving, basketry, hat-making, moccasin making, tunic-making, button robe-making, beading and Northwest Coast formline design. Special guest instructors also provided instruction in carving and lithograph painting.

Interested students should sign up during scheduling or speak to their high school counselor.

Tribal Youth Summer Program
Alaska Native or American Indian youth grades 6 through 12 can participate in the summer program for activities such as harvesting seaweed, gumboots, fishing, berry picking, hiking, swimming, and harvesting cedar.

Annually June through August, based on calendar availability.

Contact
Education and Training
Phone: (907) 228-9365
2960 Tongass Ave, Ketchikan, AK 99901:
Tribal Council Chambers
Tribal Health Clinic: Dental, Pharmacy, Primary Care Administration
Finance
Human Resources

615 Stedman Street, Ketchikan, AK 99901:
Education and Training
Language
Tribal Youth Program
Tribal Scholars

201 Deermount Street, Ketchikan, AK 99901:
Social Services
Elder Services
Behavioral Health

429 Deermount Street, Ketchikan, AK 99901:
Housing Authority
Cultural Resources

Main Reception (907) 228-4900
Tribal Health Clinic Reception (907) 228-9200
Education and Training Reception (907) 228-9365
Social Services Reception (907) 228-9446
Behavioral Health Reception (907) 228-9203
429 Deermount Main Reception (907) 228-9222

www.kictribe.org