South Carolina Career and Technical Education Administrators Association

2026 Scholarship Application

A scholarship program to assist senior <u>CTE completers</u> in pursuit of their career goals

The application package must be postmarked no later than March 31, 2026.

NOTE: Please save this file and open with MS Word.

Instructions for Completing the Application Package

QUALIFICATIONS/CRITERIA

Nominee must be a South Carolina high school senior **and a Career and Technical Education completer as defined by CIP code designation, having earned four or more CTE Carnegie units of site-based (school campus) credit OR three or more CTE Carnegie units of site-based (school campus) credit in one of the recently approved Three Unit Completer Programs. Please refer to the most recent CTE Student Reporting Procedures Guide if you have questions.**
https://ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cte-data-collection-and-reporting/2020-21-srpg/

To be a completer, the final level of the instructional training program must be completed.

Preparing your Application Package (See the Sample Scoring Form for point breakdown)

A completed application package must be received by the Scholarship Committee by the deadline.

The application package must be postmarked no later than **March 31, 2026.**

All information on the application form must be fully completed. Failure to complete all sections will result in disqualification or point deduction. A photocopy of the form may be submitted if an original form is not available.

1. **Applicant:** Applicant information should be complete. Each applicant needs to indicate the CTE district (1, 2, 3 or 4) of their school. (See enclosed sheet)

2. **Aspiration:** Indicate the career you plan to pursue, the college/technical school (with address) you plan to attend, and your major. If available, include a copy of your college acceptance letter.

3. **Awards and Activities:** List all honors and accomplishments you received during high school (i.e. student of the month, etc.). List extra-curricular activities (school, civic, church, etc.) and offices held or honors received.

4. **Work Experience:** List any paid or unpaid jobs you have had in the last two years (can include work you do at home).

5. **Reference Letter:** Three responsible adults, at least 21 years old, not related to you and who are not your legal guardians, must each write a letter of reference. The three references listed on the application form must be the same adults writing the reference letters. **Reference letters MUST be included in your application package. If sent separately, your application will automatically be disqualified.** In general, the three letters should be written by adults who are familiar with your personal life, community involvement, and academic accomplishments.

6. **Essay:** Write an essay addressing why you need financial assistance to complete your educational/career goals. If more space is needed, please attach the essay to the application.

SUBMISSION CRITERIA

1. Send one copy of an official transcript.

   ONE COPY ONLY of your Official Transcript of Grades or permanent record showing final grades for the 9^{th} – 11^{th} grades is required. It must clearly show a cumulative GPA. The first semester grades of all your classes for your senior year must be included.

2. Failure to complete all portions of this form will result in points deducted from your score or in disqualification.

3. Submit the scholarship application, official transcript in a separate sealed envelope and reference letters to the Scholarship Committee in one large envelope.

   All applications must be postmarked no later than **March 31, 2026.** The $1,500 scholarship will be mailed to the college in which the student enrolls once a Student Verification of Enrollment form is received. The recipients will be announced at **the Career and Technical Education Administrators Association meeting on April 28 in Columbia.**

   Mail application to:

CTEA SCHOLARSHIP COMMITTEE
Center for Career Innovation
1625 E Hwy 55
Clover, SC 29710
Attn: Carrie Bolin

Career and Technical Education Administrators Association
Scholarship Application

1. **Applicant**

First Name | Middle | Last | Date of Birth (MM, DD, YYYY)

Parent/Guardian Name | Home Phone Number

Home Address | City | State | Zip Code

Student's Email | Cell Phone Number

Name of Career Center or High School | School Phone Number | School District | CTE District (See Map)

School Address | City | State | Zip Code

2. **Aspiration** – Intended Profession/Career: _____ College Major _____

Name and Address of College/Technical School You Plan to Attend

3. **Awards and Activities** (List Honors and Accomplishments of Your Educational Career)

List Extracurricular Activities and Offices Held in Each

4. **Work Experiences** (Paid or Volunteer)

5. **References:** Letters from each of these adults must be included in your application package. Reference letters may not be written by the applicant, anyone under 21 years of age, or anyone related to or serving as the guardian of the applicant. At least one phone number must be included for each reference.

Last Name | First Name | Prefix (Mr., Ms., Mrs., Dr.) | Association with Applicant (Ex. – Teacher, Counselor, Minister, Employee)

( ) _____ ( ) _____
Daytime Phone | Evening Phone

Last Name | First Name | Prefix (Mr., Ms., Mrs., Dr.) | Association with Applicant (Ex. – Teacher, Counselor, Minister, Employee)

( ) _____ ( ) _____
Daytime Phone | Evening Phone

Last Name | First Name | Prefix (Mr., Ms., Mrs., Dr.) | Association with Applicant (Ex. – Teacher, Counselor, Minister, Employee)

( ) _____ ( ) _____
Daytime Phone | Evening Phone

Applicant's Signature | Date | Parent/Guardian's Signature | Date

CTE Administrator/Principal Signature

Administrator: Please PRINT your name

List the Career and Technical education courses and Carnegie units of instruction that designate the applicant as a Career and Technical Education completer. For example, the following courses could be used for an Accounting Completer (3 unit completer program): Accounting 1 (1 unit), Accounting 2 (1 unit), and Integrated Business Applications (1 unit). **Please refer to the most recent CTE Student Reporting Procedures Guide if you have questions.**

1. 4.

2. 5.

3. 6.

Why Do You Need This Scholarship?
(Include Your Career Goals)

(Attachment acceptable)

South Carolina
Career and Technical Education Administrators Association
Scholarship Evaluation

(SAMPLE SCORING FORM – FOR INFORMATION ONLY)

APPLICANT_____

SCHOOL_____CTE DISTRICT_____EVALUATOR_____

CRITERIA	VALUE	RATING
1. Completeness of Application (Followed Directions)	10 Points	_____
2. Financial Need	30 Points	_____
3. Career Plans and Goals	20 Points	_____
4. Awards and Activities	10 Points	_____
5. Work Experience	10 Points	_____
6. Course Work Related to Career Goals, Grades and School Attendance	20 Points	_____
	TOTAL	_____

South Carolina Career and Technical Education Districts by County

District I	**District II**	**District III**	**District IV**
Abbeville	Chester	Chesterfield	Aiken
Anderson	Fairfield	Clarendon	Allendale
Cherokee	Lancaster	Darlington	Bamberg
Edgefield	Lexington	Dillon	Barnwell
Greenville	Newberry	Florence	Beaufort
Greenwood	Richland	Georgetown	Berkeley
Laurens	Union	Horry	Calhoun
McCormick	York	Kershaw	Charleston
Oconee		Lee	Colleton
Pickens		Marion	Dorchester
Saluda		Marlboro	Hampton
Spartanburg		Sumter	Jasper
		Williamsburg	Orangeburg

South Carolina
Career and Technical
Education Districts

