

# APSC Training Sponsorship Application

Please take time to read through the entire packet and gather the applicable supporting documents. The checklist (last page of this packet) has been included to assist in completing the reimbursement application process.

An agency or officer may request APSC funding assistance to help cover some of the costs associated with APSC approved and certified training. Alaska Statute<sup>1</sup> requires the council to promote the most efficient and economical programs for training, as such the council's training priorities focus on sponsoring events that impact as many officers as possible. This does not preclude approval for sponsoring advanced training for an individual officer if funding is available. The APSC Executive Director will review sponsorship applications and may approve or deny them based on the information provided and availability of funding. Eligible reimbursements may include costs associated with training tuition and travel expenses however meals (per diem) is not eligible for sponsorship.

Sponsorships are provided in the form of reimbursement after completion of the event, this may require initial payment by the requester.

A. **Training Event Information:** To assist in the application review process APSC must be informed of the following:

1. Whether the training is APSC certified
2. The number of officers in attendance or who will benefit from the training
3. The duration of the training
4. The location of the training
5. Documentation of costs associated with the training

B. **Application Procedures.** The following process will generally apply for sponsorship applications:

1. Complete the sponsorship application form completely
2. Ensure training event is APSC certified
  - a. Submit course certification application (F-20) if training is not already APSC certified<sup>2</sup>
3. Obtain agency head or training director approval endorsement in support of sponsorship request as designated on the form
4. Submit sponsorship application to APSC@alaska.gov
5. Upon course completion provide proof of training through either an APSC F-6 form or submission of certificates<sup>3</sup>
6. APSC will initiate reimbursement upon confirmation of training completion and receipt of required documents
  - a. Entities not already on file with SOA finance may need to complete a W-9 form to receive payment<sup>4</sup>

**Note:** If final costs differ significantly from those of original approval an amended sponsorship application may be required for approval of additional cost. Without subsequent review cost overages may be ineligible for reimbursement; documentation of expenses will be required.

<sup>1</sup> **AS 18.65.260 (b)** [The council shall provide for and administer a funding program... In the administration of the program the council shall promote the most efficient and economical program for training, including the maximum utilization of existing facilities and programs to avoid duplication.]

<sup>2</sup> Training events must be certified under 13 AAC 87.010 or 13 AAC 87.020 in order to be eligible for APSC sponsorship reimbursement. This may require a requester to help facilitate the submission of an APSC form F-20 (Application for Course Certification) prior to approval of their sponsorship review for approval. [Download F-20 here.](#)

<sup>3</sup> Training event reimbursement will not be distributed until documentation of training completion is submitted to APSC, preferably through an F-6 form. [Download F-6 here.](#)

<sup>4</sup> A W-9 form may be required if reimbursement recipient is not already recorded in the SOA finance system. [Download W-9 form here.](#)

# APSC TRAINING SPONSORSHIP REQUEST

**Provide detailed information regarding your funding request below.**  
**Reimbursement will be awarded following documentation of training completion.**

Date of Request:

Requesting Agency:

Name/Title of Person Completing this Form:

Phone/E-mail of Person Completing this Form:

FILL IN ALL BLANKS BELOW - Provide Detailed Cost/Receipts Description	
<b>AMOUNT REQUESTED:</b>	
<b>Final Documented Cost:</b> To be filled out and resubmitted on this form after training completed.	
<b>SPECIFIC USE OF FUNDING:</b> Include Complete Breakdown of funding <b>APSC does not pay per diem</b>	
<b>NAME/LOCATION/DATES (if training course):</b> *see below if training occurs next fiscal year	
<b>Est. Training/Course Hours:</b>	<b>Est. Number of students included in request:</b>
<b>ADDITIONAL INFORMATION (i.e. name and address to send reimbursement check, if applicable):</b>	
<b>Department/Agency/Officer is responsible to pay the vendor/presenter /training event.</b> <b>APSC reimburses the Department/Agency/Officer.</b>	
<b>Agency Head or Training Director Signature</b>	<b>Date:</b>

*\*\*If requested training occurs during the next fiscal year, approval is contingent upon sufficient funding of APSC appropriated by the legislative process for the next fiscal year.\*\**

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**APPROVED:**  *Reimbursement will be processed following documentation of training completion either in APSC's ACADIS system or through an [F-6](#).*

**NOT APPROVED:**

**Comments:** : \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APSC Coding: 6900-P50001005-3000**

**CVN/PVN:** \_\_\_\_\_

**APSC IRIS Fund 1004**      **BFY** \_\_\_\_\_

**EMAIL to:** [apsc@alaska.gov](mailto:apsc@alaska.gov)

**CIT Coding: 6900-P50001092-3000**

**CIT IRIS Fund 1092**      **BFY** \_\_\_\_\_

**Alaska Police Standards Council**  
**PO Box 111200 – Juneau, AK**  
**99811-1200 Phone: 907-465-4378**  
**Fax : 907-465-3263**

# APSC Training Sponsorship Application

Procedures for Application Prior to Submission		After Training Event Completion	
Completed APSC Sponsorship application		Receipts associated with sponsored training gathered and submitted if not done previously	
Confirmed training event is APSC sponsored or submitted event for certification		Documentation of course completion (F-6 or Certificate) is submitted to APSC	
Agency head or training director endorsed sponsorship application		Attach copy of approved training sponsorship form	
Submit sponsorship application to APSC@alaska.gov		W-9 form completed and provided to APSC if required.	

Submitting sponsorship applications prior to the training event is preferred as it permits APSC to most efficiently evaluate funding availability. Note that the State of Alaska's fiscal year begins July 1st of every year and closes at the end of the following June. As such sponsorship requests for events which will take place within the next fiscal year may be reviewed but will be contingent upon legislative appropriations of training funds provided to APSC. Though rare this situation may result in either the delay of submitted applications for the next fiscal year being reviewed or possibly the rare instance of diminished funding capacity which could impact approved applications. To avoid this situation APSC generally will wait to review and officially approve funding for training events until the current fiscal year in which the event is scheduled.

APSC strives to facilitate excellent training across public safety professions in the State of Alaska. Should you have suggestions or requests for training topics please submit your feedback through this provided [survey link](#) letting APSC know what training is needed in your area.

