Army Educational Outreach Program

SEAP-CQL Essential Program Steps

January 2019

Essential Program Steps

Army lab must formally appoint Local Progrm Coordinator (LPC) for **SEAP/CQL** program planning, execution and reporting

Submit a program implementation plan in provided template for each fiscal year with an advance projection of the approximate number of apprentices to CLC by December

Transfer stipend funds well in advance of the apprentice's start date
(See Funding Transfer Procedure)

LPC solicits high-quality SEAP/CQL mentors and determines project suitability

LPC facilitates local outreach, conducts a centralized, competitive participant review/application process that ensures a diverse pool of students

LPC must complete the required Institutional Review Board (IRB) virtual training before being granted access to the student application portal

LPC determines participant eligibility and stipend rates based on the guidelines outlined in this document

After LPC notifies IPA about selected participants, LPC coordinates student notifications and formalities with IPA

LPC ensures that SEAP/CQL students receive their stipends

LPC facilitates SEAP/CQL program evaluation led by LO

Program Timelines

SEAP/CQL	
November	Site website and application changes due
December	Site proposal due to CAM (projection of usage of SEAP/CQL, Jan-Dec)
November	SEAP Application window opens; CQL year-round (rolling)
February	SEAP Application window closes; CQL year-round (rolling)
January-February	Site visit coordination (for evaluations, by IPA, LO and/or CAMs)
November-March	Outreach for SEAP conducted; Outreach for CQL year round
April	IPA confirms eligibility/completeness of applications; IPA sends transcripts/supporting documents to LPCs for review.
April	LPCs facilitate applicant review/selection and submit list of accepted students to IPA
April	IPA sends student acceptance packages and collects student responses; sends final list back to LPCs
May-August	Student Apprenticeships ongoing; Program Evaluation Ongoing
September	After Action Meeting