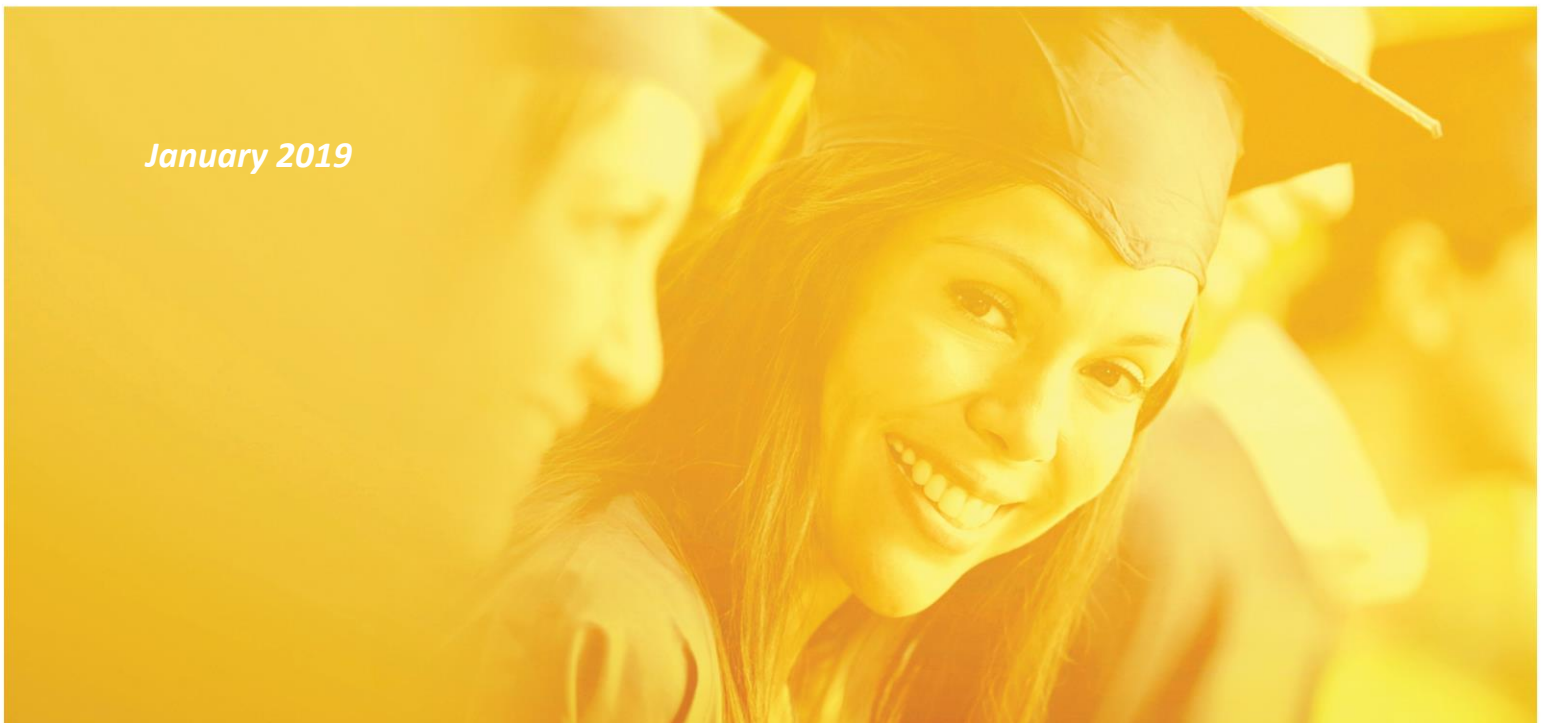




Army Educational Outreach Program  
SEAP-CQL Program Requirements & Eligibility



*January 2019*





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## **SEAP/CQL Program Requirements & Eligibility**

- The sponsoring Army research organization must appoint a Lab Program Coordinator (LPC) who will facilitate successful program planning, execution and reporting of SEAP-CQL at the respective Army laboratory. They will work with a collaboration team to share best practices and lessons learned for continued program improvement.
- Appointed LPC must conduct duties as outlined under “Roles and Responsibilities” of this SOP document, in coordination with their CLC.
- SEAP/CQL must be implemented in accordance with the guidelines outlined in this SOP document.
- Army laboratory must provide SEAP/CQL stipend funds for participating students.
- SEAP/CQL students must apply through centralized AEOP application.
- SEAP/CQL apprentices must be US Citizens or US Permanent Legal Residents. US Permanent Legal Residents may be required to show proof of eligibility.
- Only complete applications, submitted by the designated deadline, will be considered for admission.
- SEAP/CQL students must be at least 14 years of age. SEAP student must be enrolled in high school or be a recent high school graduate. CQL students must be enrolled in a college/university as an undergraduate. Labs may have further age requirements or restrictions. LPCs must inform IPA of any additional requirements and ensure requirements are listed on the AEOP website and centralized application tool.
- SEAP/CQL apprentices between 14 -17 years of age and in high school may require a work permit in order to work during the school year; for your state’s requirements, please visit the United States Department of Labor site, <http://www.dol.gov/whd/state/certification.htm>.
- Term of appointment for SEAP apprentices is a continuous 6-8 weeks (May - August), but can be extended year-round.
- LPCs will coordinate with IPA to provide CQL apprentice the term of appointment and other pertinent information within the award letter.



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- Participation in the SEAP/CQL program must take place on-site at the sponsoring laboratory.
  - SEAP/CQL apprentices may not to exceed 1,040 work hours in any 12-month period.
  - SEAP/CQL apprentices must be assigned meaningful work related to their academic study in a STEM field.
  - The stipends for SEAP/CQL students are based on education and experience.
  - There is no relocation, travel or housing allowance provided to SEAP/CQL students in addition to their stipend.
  - SEAP/CQL apprentices are not Federal Government employees and are responsible for paying their own taxes for the calendar year.
  - SEAP/CQL students may be required to undergo a security clearance investigation in some instances due to the nature of their summer research. Students who need security clearances will be contacted by LPC with specific instructions and additional forms.
  - Accident insurance is covered under AEOP's Accident Insurance policy through the LO; Health and/or Life Insurance is not provided.
  - SEAP/CQL apprentices are expected to participate according to the program schedule, while adhering to the attendance and absence policies provided by LPC; failure to adhere to reasonable participation schedule may result in the termination.
  - SEAP/CQL apprentices or their parents/legal guardians (if 17 years old or younger) must be informed that participants will be asked to participate in an evaluations/research process, that responses are voluntary and that assessment tools are not anonymous but that all results will be kept strictly confidential.
  - SEAP/CQL apprentices or their parents/legal guardians must return signed Terms & Conditions to the LPC and the IPA prior to participating in the program or receiving a stipend payment. The IPA must have a copy of signed Terms & Conditions on file prior to issuing a stipend payment.