COLLEGE of SOUTHERN MARYLAND

2026-2027 Workforce Development Sequence Scholarship Documentation Form

Name: Last_____ First_____ Middle Initial _____

Home Address _____
Number Street Name P.O. Box #

City_____ State_____ ZIP_____ Gender*: _____

County_____ Social Security Number* _____

Preferred Phone_____ Email Address_____

Date of Birth* _____ ***Required information to process application.***

1. **Ethnicity*: Part 1: Hispanic or Latino origin** ☐ Yes (HIS) ☐ No (NHIS).
   Part 2: Please select one or more of the following groups which most closely represents you*:
   Race: ☐ American Indian or Alaska Native (AN) ☐ Asian (AS) ☐ Black or African American (BL)
   ☐ Native Hawaiian or other Pacific Islander (HP) ☐ White (WH)

2. **To be eligible, a student must fall under one of the following categories (select all that apply):**

☐ **Resident of Maryland for the past 90 days**

☐ **Graduate of a Maryland High School**
Name of High School: _____
If you are not a MD resident, you must provide a copy of your official high school transcript or diploma.

☐ **Active U.S. Military**
Please provide a copy of active duty orders

3. **Workforce Development Sequence Scholarship application status at other Colleges**
   - Maryland requires that students may receive no more than $2,000 annually in an award year, for no more than two workforce development sequence programs.
   - Have you applied for a Maryland Workforce Development Sequence Scholarship at any other Maryland Community College?* ☐**Yes** ☐ **No** **If yes, name of college:** _____

4. **Workforce Development Sequence Selection**
   Please indicate the program you wish to apply for from the eligible programs on page 3 of this form:*

   _____

5. **Drug Free Pledge:**
   I pledge, as a condition of receiving student financial assistance, to remain drug free for the full term of the award. Unlawful use of drugs and alcohol may endanger my enrollment in a Maryland College as well as my Maryland financial aid award.*

   Signature: _____ **Date** _____

6. **Signature & Acknowledgement**
   By signing this application, I certify that all of the information provided in the application is true to the best of my knowledge. I understand that College of Southern Maryland reserves the right to adjust or cancel any scholarship award(s) based on my failure to comply with the guidelines as listed, and I will be financially responsible for any payments accrued as a result of any adjustments.*

   Signature: _____ **Date** _____

Workforce Development Sequence Scholarship Checklist

The purpose of this checklist is to verify eligibility requirements prescribed by the State of Maryland. In order for a student to receive the Workforce Development Sequence Scholarship, an applicant must submit **one item from category A and category C if you are a Maryland resident *OR* one item from category B and category C if you are not a resident of Maryland**. For record keeping purposes, copies of each document must be attached to the student's application. ***Undocumented individuals are not eligible for the Workforce Sequence Scholarship.***

A. Documents to prove Maryland State Residency (Provide one document from the list below)

All documentation must be current and unexpired.

- ☐ Valid Maryland Driver's License
- ☐ Residential rental contract (apartment lease or other rental of real property)
- ☐ Mortgage account statement, deed, communication from the State Department of Assessment and Taxation or other proof of home ownership
- ☐ Copy of federal or Maryland income tax return filing
- ☐ Maryland vehicle registration card or title
- ☐ Proof of Active Duty Military and Status.

Note: *In State Residency is granted to Students who Reside in Maryland, Domiciled in Maryland or Stationed in Maryland.*

B. You must also provide documentation to prove you are a Maryland High School Graduate.

- ☐ You must provide a copy of your Maryland High School Diploma or official transcript.

C. Documents needed to prove that student is lawfully residing in the United States. (Provide one document from the list below)

- ☐ United States Birth Certificate
- ☐ Proof of Asylum Refugee status: **I-94, I-94A**, or Temporary Form **I-551**
- ☐ Permanent Resident Card
- ☐ United States Passport or Passport Card
- ☐ Certificate of Naturalization
- ☐ Certificate of Citizenship

Note: *All citizenship documentation must be unexpired*

FOR INTERNAL USE ONLY		
Award/Fund	**Amount**	**COA**

Processed by: _____

Workforce Sequence Scholarships from the Maryland Higher Education Commission (MHEC)

Eligible Workforce Sequences/Workforce Training Certificates

- Certified Clinical Medical Assistant (CCMA)
- Certified Electronic Health Record Specialist (CEHRS)
- Certified Medical Administrative Assistant (CMAA)
- Certified Nursing Assistant (CNA)
- Community Health Worker
- Patient Care Technician
- Phlebotomy Technician

- Commercial Drive license (CDL) Class A
- Commercial Drive license (CDL) Class B

- Electrical Helper
- HVAC Helper
- Gas Tungsten Arc Welding (GTAW)
- Gas Tungsten Arc Pipe Welding
- Gas Metal Arc Welder (GMAW)
- Gas Metal Arc Pipe Welder
- Shielded Metal Arc Welder (SMAW)
- Shielded Metal Arc Pipe Welder
- Skilled Trades Pre-Apprenticeship

- Veterinary Assistant

Information on these programs can be found online at: https://csmd.augusoft.net/info/landing/Workforce-Development.

Important Information You Should Know

- Available for specific workforce programs. Current list is included above. List is subject to change at any time.
- Available to MD Residents, graduates of MD high schools, and active duty military residing in MD.
- Funds shall be used for tuition, fees, and associated costs of attendance that have not been met through another grant or scholarship.
- Students may receive up to $2,000 per workforce sequence.
- Students may only complete one workforce sequence at a time.
- Students may not be awarded for more than 2 sequences per award year statewide.
- Any student who exceeds the allowed funding amount or number of program awards at College of Southern Maryland or other institutions will be financially responsible for all associated costs that are deemed ineligible.
- Funds are available on a first come, first serve basis.
- Students must pledge to remain drug free for the full term of the award.
- Students must provide their Social Security Number.
- College of Southern Maryland reserves the right to adjust or cancel your scholarship at any time if it is determined that you do not meet the qualifications.
- Applying for the scholarship does not guarantee an award.
- Students should not expect refunds of unused award amounts.
- All scholarships are managed and awarded in accordance to the Maryland Higher Education Commission's prescribed guidelines and College of Southern Maryland policy and/or procedure.

Please complete the application form and provide required documentation to have your application reviewed and considered for a scholarship award. Send completed paperwork and documentation to:

Financial Assistance Department
College of Southern Maryland
PO Box 910
La Plata MD 20646