



# Career Scholarship Accounts

Indiana Department of Education | Indiana Commission for Higher Education | Indiana Treasurer of State

## Career Scholarship Accounts (CSAs): Application Guide for Providers & Programs

### Background

The Indiana Career Scholarship Account (CSA) program was created in 2023 by [House Enrolled Act \(HEA\) 1002 \(2023\)](#). The CSA program is administered by the Indiana Treasurer of State (TOS) in partnership with the Indiana Department of Education (IDOE) and the Indiana Commission for Higher Education (CHE).

The CSA program provides \$5,000 annually through quarterly disbursements (\$1,250 per quarter) to eligible grade 10, 11, and 12 students enrolled in eligible programs to pursue apprenticeships, applied learning experience, work-based learning, and credentials of value. The CSA program funds the eligible costs of postsecondary education and training, transportation and equipment, career coaching and navigation services, and certification and credentialing examinations. Based on the amount of funding that has been made available for the 2024-2025 school year, there are 2,000 CSA accounts available for all grade 10, 11, and 12 students.

This application will be used by IDOE and CHE to approve new CSA providers and programs for the 2024-2025 school year. Approval of programs and providers lasts a minimum of three years. Programs approved in fall 2023 do not need to reapply in 2024.

### Eligible Programs

Programs must:

- be employer-driven;
- culminate in credentials of value;
- include work-based learning;
- support high school graduation requirements; and
- be aligned to career and college.

*See the Program Requirement section below for further details.*

The following are examples of the types of programs that may be eligible for approval if they meet the above criteria:

- 75+ hours of paid or unpaid internship with a training plan
- Paid apprenticeship offering postsecondary credit and resulting in professional credential (also known as a Modern Youth Apprenticeship)
  - See full definition in [Indiana Code \(IC\) 20-51.4-2-9.5](#)
- [Registered Apprenticeship Programs under the U.S. Department of Labor or a State Apprenticeship Agency](#)
  - See full definition in [IC 20-43-8-0.3](#)

### Funding Amount

Providers are reimbursed based on student enrollments and the reimbursement rate agreed upon in this application. CSAs are capped at \$5,000 per student each school year, disbursed at \$1,250 per quarter.



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### Completion Grant

Following confirmed attainment of a credential (as required at completion of a program), providers receive a final \$500 grant payment per completed student. For non-school partners operating within a partnership, these funds may be split across a partnership. For more details, see [IC 20-43-8-15.5](#)

### Timeline

Programs and providers are highly encouraged to apply by the priority deadline of Friday, April 5. Applications received by then will be included in the student reimbursement portal (ClassWallet) upon launch when students begin selecting providers. Applications will continue to be accepted and approved on a rolling basis until Friday, September 6, although student enrollment for these later applications is expected to be lower than those received by the priority deadline.

- Thursday, February 15: Provider and program application published
- **Friday, April 5: Priority deadline for provider and program applications**
- Late March: Notification of approvals for applications received by priority deadline
- April: Parent access to CSA reimbursement system opens
- Tuesday, October 1: Student application deadline

### Program Requirements

Below are the criteria that a course sequence, career course, modern youth apprenticeship, apprenticeship, apprenticeship program, or program of study will be expected to meet in order to be approved by IDOE and CHE for participation in Indiana's CSA program for the 2024-2025 school year.

#### Employer-Driven

An applicant must be an employer or have coordinated with an employer in the design of the program and how the experience will fill talent needs.

For the purposes of this application, "employer" includes both individual employers and employer groups (such as trade associations, chambers of commerce, etc.). Pre-existing programs designed by regional and national employer and trade groups are eligible, as well as those custom-designed for Indiana students.

#### Transferable Skills and Market-Driven Credentials of Value

The student should earn recognizable skills that can transfer across an entire industry or industries. Programs should not be so specific that a student is trained to work at only one company. Evidence of transferable skills may include, but is not limited to:

- obtaining a credential of value; or
- making substantial progress toward a credential of value.

The list of IDOE-approved credentials of value is currently within the process of finalization. Updates will be shared within [IDOE newsletters and updates](#).



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### Career Experience

Students in the program must participate in a work-based learning (WBL) experience. For a program to be eligible for approval, it must include a WBL experience; however, all courses in the program are eligible for CSA expenditures. The program does not need to require WBL each year of the program, but must include at least one eligible WBL experience. The experience must meet the minimum criteria for a [WBL Level 2: Internship](#).

WBL is defined as sustained interactions between participants (adults/youth) and professionals in real or simulated workplace settings that foster in-depth, firsthand experiences with the tasks required in a given career field, intentionally aligned and evaluated with course/training competencies, while offering participants the opportunity to gain intentional career outcomes.

Internships and workplace simulations provide access or advancement in a career field that can serve as the culminating course or event in a student's chosen career pathway. Through WBL, students have the opportunity to apply the concepts, skills, and dispositions learned in previous pathway coursework in real workplace settings. Internships may take a variety of forms but can be generally categorized as workplace simulations or academic/technical internships. Examples include:

- Career exploration internships, cadet teaching, health occupations explorations, WBL Capstone, NLPS Capstone, and clinicals/practicums
  - Paid or unpaid experience
  - Minimum of 75 hours for completion
  - Development of a training plan is required

### Graduation Aligned

The program should enhance and not inhibit a student's path to graduation. Applicants must outline the graduation requirements that a student will fulfill by participating in the program. Specifically, the program should enhance students' completion of the course requirements for an Indiana diploma and a [Graduation Pathway](#) (employability skills and postsecondary-ready competencies). WBL and credentials of value, criteria listed earlier in this document, count toward the Graduation Pathway requirements.

### Career & College Connected

The program should effectively prepare a student for a seamless transition to their next step after high school. Applicants must explain how the experience will connect the student with job opportunities immediately upon graduation or how the experience connects with a pathway for continuing education that will prepare the student for employment.