



## ELDP Application for 2016-2017

Thank you for your interest in applying for the Executive Leadership Development Program (ELDP) sponsored by the U.S. Department of Interior's Office of Insular Affairs and the Graduate School USA. The ELDP is designed to identify individuals with promotion potential within your government and create career opportunities for them. Here are a few issues for your consideration before applying to the ELDP:

**Minimum Qualifications:** You must be employed with your government on a full-time basis for the past two calendar years from the date of your application. For example, if you are applying in April 2016 you must have been continuously employed by your government since April 2014. Although a bachelor's degree is strongly recommended, it is not required. We encourage individuals employed in the areas of finance, accounting, budget, and audit to apply, although the program is open to anyone, including semi-autonomous agencies and component units.

**Government Support:** You must have a letter of support from your immediate supervisor as part of the application process. Be sure you allow ample time to obtain this important letter of recommendation. Also, please research and follow your government's protocols and formal guidelines when requesting the letter of commitment from your supervisor.

**Time Commitment:** You must attend four, week-long training sessions to receive your Certificate of Completion. Sessions will be held one time per quarter in various locations. The first session is scheduled to be held during the week of September 11 – 16, 2016 in Norfolk, Virginia. Dates for the other three sessions are listed on the attached program announcement. You must also complete several assignments between sessions that require a significant amount of time. Please review the attached program announcement for the complete list of training dates, details about the inter-session assignments, and requirements that must be met for graduation.

**Funding:** If you are accepted into the program, the Graduate School USA's Virgin Islands Training Initiative, with funding support from the U.S. Department of the Interior's Office of Insular Affairs, will fund all the costs associated with your travel and participation in the program. It will also fund all costs associated with delivering and administering the program.

**(Note: US Virgin Islands participants selected for the ELDP will take part in the "Executive Leadership Program" that is managed by the Graduate School USA's Center for Leadership and Management.)**

## Application Process:

You must submit **five documents** to apply for the program.

1. Application Form. Complete the information sheet attached below.
2. Letter of Intent. Compose a letter that describes your interest in the program, why you want to develop a career in public service, how you believe the ELDP will contribute to your career, and your commitment to completing the ELDP. Address the letter to the *ELDP Admissions Committee*.
3. Letter of Support from Your Supervisor. Your supervisor will play a critical role in ensuring you have time to complete assignments and attend the sessions. He or she must write a letter of support indicating he/she has read the attached information on the program and will support you in this effort. Additionally, the supervisor should describe why you are being recommended for the program and give one or two examples of your performance in your current position which indicates your potential for the program and as a future leader in your government.
4. Resume. Submit a resume that includes your formal education, professional positions, and volunteer activities. Use a format of your choice, but do not exceed two pages.
5. Personal Biography. Provide a brief personal biography that is suitable for public release. A sample biography is included below, and biographies for all of the ELDP graduates are available on the ELDP website at <http://eldp.pitiviti.org>.

We will not accept an incomplete application package. All five items must be included.

**Your application must be received no later than July 1, 2016.** Strict adherence to this date is necessary to arrange travel from the U.S. Virgin Islands to Norfolk, Virginia for the start of the program on September 11. The 2016 - 2017 ELDP admissions screening committee will consist of representatives from the Virgin Islands Training Initiative (VITI) of the Graduate School USA and the U.S. Department of the Interior's Office of Insular Affairs. You will be notified of your admission status no later than July 22, 2016.

If you have questions, please contact Stephen Latimer of the Virgin Islands Training Initiative (VITI) of the Graduate School USA. Stephen can be reached by e-mail ([stephen.latimer@graduateschool.edu](mailto:stephen.latimer@graduateschool.edu)) or telephone at (808) 772-5771.

Please email your final, complete application to: [applications@pitiviti.org](mailto:applications@pitiviti.org), or send by postal mail to:

ELDP Applications  
Attn: Stephen Latimer  
900 Fort Street Mall, Suite1540  
Honolulu, HI 96813

Thank you again for your interest in applying to the ELDP. We look forward to receiving your application.

## ELDP Application Form Information Sheet (Class of 2016-2017)

**Name:**

**High School Attended and Year of Graduation:**

**Have you applied to the ELDP previously? If so, which year?**

**Insular Government, Department, Agency:**

**Current Position Title:**

**Begin Date (this position):**

**Major Responsibilities and Duties:**

**Number of individuals that you directly supervise:**

**REMINDER:** A complete application includes (1) this information sheet, (2) a letter of intent, (3) a letter of support from a supervisor, (4) a resume, and (5) a personal biography (sample below). Complete applications can be e-mailed to: [applications@pitiviti.org](mailto:applications@pitiviti.org), faxed to 808.523.7634, or sent by postal mail to ELDP Applications, Attn: Stephen Latimer, 900 Fort Street Mall, Suite 1540, Honolulu, Hawaii, 96813.

## **Sample Personal Biography (Clarrisa R. Warrington)**

Clarrisa R. Warrington serves as the Director of Federal Grants for the Virgin Islands Department of Education on St. Thomas. In this capacity, Ms. Warrington supervises five (5) employees tasked with monitoring of federal grant programs to ensure administrative efficiency and compliance with federal and local laws and standards. Additionally, Ms. Warrington is tasked with working with the Third Party Fiduciary assigned to the Virgin Islands in setting policy and procedures for ensuring compliance with local and federal laws in timely obligation and liquidation of the Department of Education Federal Funds.

Prior to joining the Department of Education, Ms. Warrington served at the Department of Human Services in several capacities, the most recent including Chief Financial Officer and the Special Assistant to the Commissioner for non-profit management / monitoring and other projects.

Ms. Warrington holds a Masters in Business Administration from the University of the Virgin Islands and is very interested in educational opportunities such as the Executive Leadership Development Program which will contribute towards improvement of her skills and effective and quality services to the Virgin Islands community.