

**CHARLES W. RILEY FIREFIGHTER AND AMBULANCE  
AND RESCUE SQUAD MEMBER SCHOLARSHIP PROGRAM**  
**Service Verification Form**  
Academic Year 2024-2025



Submit this form and all required documents to MHEC by **SECURE UPLOAD** online through your **MDCAPS** account. Once logged in, select “**Electronic File Upload**” from the homepage then follow the prompts. **This document and all required documents must be submitted to MHEC by May 1, 2024.**

**Section A - Release (To be completed by the applicant)**

MHEC ID: \_\_\_\_\_ Date of birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

I authorize my employer to provide employment information to the Office of Student Financial Assistance as requested below.

\_\_\_\_\_  
Applicant's signature Date

**Section B - Employment (To be completed by employer)**

The above named employee has applied for the Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship Program with the Office of Student Financial Assistance. **Please complete the following section and return it to the employee.**

Job title of employee: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ thru \_\_\_\_\_

**Complete this section for Active Career Members Only:**

Employment status:  **Active Career**

If employed as an active career firefighter did he/she work a minimum of 1000 hours as part of a fire, ambulance, or rescue squad in the 2023 tax year?  Yes  No

**Complete this section for Active Volunteer Member Only:**

Employment status:  **Active Volunteer**

If employed as an active volunteer member within a county or municipality that operates Length of Service Award Program (LOSAP), did he/she earn at least 50 LOSAP points as part of fire, ambulance, or rescue squad in the 2022 tax year, and all points have been earned in at least two different categories?  Yes  No

*If checked yes, you must attach a copy of the LOSAP form.*

**OR**

