



2nd Year Enrollment Application

Date: _____

Program Requested: _____ Session: ___ A.M. ___ P.M.

Name: _____ Date of Birth ___/___/___ Sex: M F

EDUCATION:

| Name of School | Dates | | City | Year of Graduation | Highest Grade Completed |
|-----------------------|-------|----|------|--------------------|-------------------------|
| | From | To | | | |
| High School | | | | | |
| CTC / College Credits | | | | | |

WORK EXPERIENCE as it relates to your requested CTC Program

| Name and Address of Company | Dates | | List of Duties | Beg. Salary | Final Salary | Reason Left |
|-----------------------------|-------|----|----------------|-------------|--------------|-------------|
| | From | To | | | | |
| | | | | | | |

LEA Counselor (please check one and sign)

- Student is on track to meet graduation requirements
- Student will not meet graduation requirements by the end of the year

Counselor Signature: _____ Date: _____

NCCTC Instructor (please check all that apply)

Criteria:

- On track to be a Completer by the end of the 2nd year. (Concentrator-complete at least 7 segments in the program and maintain a 2.0 or better grade point average)
- Completer working on Segment Q and has a plan for Work Based Learning (WBL) and/or apprenticeship program.
- Employability Performance based on our P.A.I.D. (SWPBIS) expectations (30% of student's grade)

Instructor Signature: _____ Date: _____

NCCTC Administration

Criteria:

- Attendance (10 or less Truant Absences for the current school year)

- Completer Status _____
- Attendance _____
- Employability Performance _____
- Essay _____
- Letter of Recommendation _____

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Newaygo County Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

- Approved
- Declined

NCCTC Administrator

Date



2nd Year Enrollment Process

Step 1 - General application

Criteria: (check all that apply)

- On track to be a Completer by the end of 2nd year. (Concentrator – Complete at least 7 segments in the program and maintain a 2.0 or better grade point average)
Or
- Completer working in Segment Q and has a plan for Work Based Learning (WBL) and/or apprenticeship program
- Employability Performance based on our P.A.I.D. (SWPBIS) expectations (30% of student's grade)
 - Student demonstrates acceptable and/or exceeds Employability expectations (*Participation, Attendance, Integrity, and Dependability*)
- Attendance (10 or less Truant Absences for the current school year)

Essay – minimum 1 page, typed double spaced

1. Please explain your career plan?
2. How will attending the 2nd year in your chosen program make a difference towards your career plan?

One Local school instructor reference letter

Step 2 – Interview

Students that don't met the above criteria, will proceed to an interview with the CTC program Instructor, CTC Principal, etc. the last week in April of the current year.

Committee: 2 Advisory members, 1 NCCTC Administrator, Program instructor(s)

CDA Program: Step 3 – Qualifying students will do an onsite visit of a pre-school to have exposure to their work environment and make a final decision on their commitment.

01/2018