

Taking Steps Toward Success: *Applying to the Center for Technology, Essex*

All students are welcomed and encouraged to apply for enrollment in a program at the Center for Technology, Essex (CTE). Our application process is designed to ensure that every student who applies is aware of the prerequisites and rigors of the technical programs at CTE and is ready to make a commitment.

CTE is an award-winning career development center that strives to prepare young people and adults for current and emerging careers. Students who successfully complete CTE programs (in one or two years) are eligible for careers in their field and for post-secondary educational opportunities. It is important that students who apply to CTE understand that their academic skills, career aptitude and genuine interest are essential components for future success. Every CTE student will engage in applied academic-technical education that meets high school graduation requirements while also focusing on workplace preparation and direct workplace experiences. We are invested in our students and in their success. *We welcome your interest in our school.*

Admissions process: Each of the following steps is important for all applicants. **In addition, see procedures for students with special needs (Attachment A), second year/apprentice students (Attachment B), and adult applicants (Attachment C).*

1 ORIENTATION SESSION: Learn about the programs at CTE by meeting with a counselor and previewing the CTE video, brochure and program descriptions (or by visiting the web site at *go-cte.org*).

2 VISIT: Students interested in attending CTE visit the program(s) prior to application (students are encouraged to visit two different programs). Visits are arranged through the CTE office; high school students are encouraged to make visit arrangements through their high school guidance office.

3 APPLY: A student interested in a particular program at CTE submits a complete application to the CTE Guidance Coordinator. Applications are accepted beginning January 1 for the following school year; the CTE application deadline is the **second Friday in March**. *(Applications received after this date are considered on a space-available basis (see # 5). Applications are available at home high schools or at CTE (802-879-5558).*

A complete application includes:

- High school academic transcript and discipline records including most recent semester
- High school attendance records including most recent semester

CTE does not discriminate on the basis of race, color, national origin, religion, age, sex, disability, sexual identity or sexual orientation.

4 STEP-UP DAY: This is an important *next step* to determine the appropriateness of the program for the applicant. High school students will be invited to attend Step-Up Day if they

- have junior or senior year credit and distribution levels (minimum 10 credits)
- have acceptable attendance history
- will be at least 16 years old by first day of school
- meet individual program prerequisites

Step-Up Day at CTE will be held in April.

5 DECISION: The CTE Admissions Committee will meet following Step-Up Day and review each student's application. The committee will review: accompanying materials and information, feedback on safe and appropriate behavior and any assignments from Step-Up Day. Classes are configured using a pre-determined class size number. Priority is given to applicants who meet prerequisites as outlined in the program descriptions. Decisions will be made in May and forwarded to sending schools and sent to the applicant.

Once the class size is reached and the program is full, additional qualified applicants will be placed on a waitlist.

Late Admissions: Students applying after the application deadline are considered on a space available basis. Students must submit a complete application and visit a technical program in order to be considered for enrollment.

CTE Admission Committee:

- CTE Guidance Counselors
- CTE Program Instructors
- CTE Special Population Teachers
- CTE Director or Assistant Director
- Adult Services Coordinator (when appropriate)

Probationary Standing

All students enter CTE on a probationary status for ten CTE school days. During this timeframe, a student's willingness to embrace the CTE code of behavior and to develop workplace readiness skills is assessed.

Continued Probationary Standing

Probationary standing may be recommended if a student shows promise but needs more time for assessment. The sending school guidance counselor is notified if a student is being considered for extended probation. Students enrolled after one week preceding the first day of school will be placed on probationary status until the end of the first grade report.

CTE Students Meet High Standards

A student considered unlikely to succeed in a rigorous technical program will not be admitted for that year but may re-apply the following year. These students will be advised as to how they can prepare for a future successful

Center for Technology, Essex

ATTACHMENT A:

Guidelines for Educators Assisting Students with Special Needs

To be used along with the CTE Admission Procedure

In addition to the preceding procedure, please note the following clarifications and guidelines involved in facilitating an application for a high school student with *special needs*. Unless noted, the following applies to students eligible for IEP or 504 services.

1. Student Visits

Case managers/IEP teams are encouraged to request program information and consult with CTE special populations teachers regarding program prerequisites and requirements relative to a student's needs. If the IEP team considers the application appropriate, the student is encouraged to apply. Students with special needs are encouraged to visit CTE with the other students from their sending school. If a student will be accompanied by a staff person, or needs other considerations to ensure a successful visit, please be sure to inform CTE special populations teachers in advance of the scheduled visit.

2. Application

In the interest of appropriate placement, it is strongly encouraged that case managers and home school counselors communicate with each other to coordinate during the process.

3. Step-Up Day

All students invited to Step-Up Day are expected to attend CTE on this day with their peers and participate fully in programs and activities. This is a required part of application.

4. Decision

Official acceptance into a CTE program, for all students, is based on meeting the program prerequisites and the recommendations of the CTE Admissions Committee.

Pre-Enrollment Meeting: When a student with a special needs designation is accepted to CTE, the home school must provide the CTE Special Populations teacher with a copy of the IEP, 504 plan, evaluations and any other information pertinent to evaluation of the appropriateness of a student's proposed technical program.

An IEP/504 meeting is then required for students served under IDEA or 504. Members of the IEP/504 team shall include the technical education special populations teacher and the instructor of the desired technical education program.

Per Career & Technical Education State Board Regulations section 2387.21: "Students identified as being eligible for services under the *Individuals with Disabilities Education Act*, and/or reasonable accommodations under *Section 504 of the Rehabilitation Act*, shall be considered for enrollment in technical education at a (an) IEP/504 meeting. When an IEP/504 team determines that the student would benefit from an appropriate placement in technical education, the student may apply for admission to the technical center. Members of the IEP/504 team shall include the technical education Special Populations Teacher and the instructor of the desired technical education program."

CTE encourages early completion of the above requirements - we request that all materials be provided within 10 days of acceptance notices to schools.

Center for Technology, Essex

ATTACHMENT B: Guidelines for Students Seeking a Second Year **To be used along with the CTE Application Procedure**

These clarifications are for students currently enrolled in CTE who wish to apply for a second year. If you believe that a second year at CTE will enhance your personal career opportunities and you have been successful in your current program, you are welcome to apply. The process is the same whether you wish to pursue a different program or advanced study in the same program. The sooner you get started on these steps, the better. Application forms are available in the CTE office.

1
Discuss options with your current CTE teacher, guidance counselor and parents or guardian. Explore your options and discuss whether you have the support of your teachers to pursue advanced study at CTE or to enroll in a different, related, program.

2
Visit the program you wish to enroll in if it is different from your current program. Schedule the visit with the Registrar in the CTE office. If you intend to apply for an Apprenticeship position, schedule a meeting with the Co-op Coordinator.

3
Complete the CTE Application with your sending school counselor. Your counselor will need to verify that you are on-track for graduation, and indicate any “companion courses” that you would need at CTE next year. Your parent or guardian also must sign this application form.

4
Give your current program instructor a “Teacher Information Form” (available in CTE office). Your teacher will complete this form and return it directly to the CTE Guidance Coordinator. Teachers are asked to comment on your likelihood for success, especially regarding:

- Ability to set and work toward goals (initiative and reliability)
- Attendance
- Attitude, cooperation, peer courtesy and job readiness
- Grades for current year
- Ability to meet program competencies and state standards
- Worker Traits

5
Attend Step-Up Day. If your application is in order, you will be invited to this all-day event at CTE. This is an important part of the process for all applicants.

6
Decision. You will be notified in May.

www.go-cte.org

**CTE Teacher Information Form
Second -Year Program Application Attachment**

Student: Please complete the information in the box and give this form to your teacher.

Date: _____	
Student: _____	Home High School: _____
Current CTE Program: _____	Most Recent Report Card Grade: _____
CTE Teacher(s): _____	
Program Requested for Next Year: _____	

Teacher: Please provide information and your recommendation regarding the student's ability to benefit from admission to the program she/he is requesting. Please comment specifically on each of the following areas:

- Ability to set and work toward goals (initiative and reliability)
- Attendance
- Attitude, cooperation, peer courtesy and job readiness
- Grades for current year
- Ability to meet program competencies and state standards
- Worker Traits

I recommend have reservations do not recommend

Teacher's Signature: _____ **Date:** _____

Please return this form directly to the CTE Guidance Coordinator

ATTACHMENT C: Guidelines for Adult Applicants

Center for Technology, Essex

To be used along with the CTE Application Procedure

The Center for Technology, Essex (CTE) offers a strong selection of career preparation programs that are open to both high school students and adult learners. Adults who are accepted into CTE day programs are required to attend school every day, Monday - Friday, from 9:40 a.m. to 2:05 p.m. Day programs follow the public school calendar, running from late August until early June each year. The best time to apply to a day program is between January and March for the following fall. Depending on the year, you may also have success with a summer application if there is still space in the program you are interested in. Adults **without** a high school diploma, adults with a GED, and adults with a high school diploma from another country may enroll in daytime programs free of charge. Adults **with** a high school diploma may attend daytime programs on a space-available basis with a reduced tuition charge.

Each of the following steps is an important part of the application process.

1 Learn about the Programs at CTE: Visit the web site (www.go-cte.org) to read the different program descriptions.

2 Schedule and Attend an Initial Visit: Please call 802-879-5559 in order to schedule a visit. You will receive an application at this initial visit.

3 Attend a Program Visit: ONLY those adults who have filled out an application at an initial visit will be invited to a Program Visit. There is one program visit scheduled in April, one in June, and one at the end of August. At the program visit the program teachers will:

- a) Go into more detail about the individual curriculum and answer any questions prospective students have.
- b) Administer a pre-entrance exam and personal interview for each prospective student.
- c) For the Dental Assisting Program ONLY: In addition to the pre-entrance exam and interview, all students will be given an explanation of the TDA Certificate Program and the CDA Certificate Program. Students will then fill out a Dental Assisting Application indicating which program they are applying to. In order to be eligible for the CDA Certificate Program, students must pass the pre-entrance exam and interview AND have/receive their high school diploma or equivalent by June 30 of the enrollment year.

4 Decision: Priority is given to qualified applicants who have not yet graduated from high school. Decisions for adults who have not graduated from high school will be made in May, at the same time as decisions for high school students. Adults with a high school diploma will be notified on a space available basis after July 1.

For more information or if you have questions, please contact the CTE Assistant Director for Adult Education, at (802) 879-4832.