



## Career and Technical Education (CTE) Application Process

**ADMISSIONS PROCESS:** Each of the following steps is important for all applicants. In addition, procedures for adult applicants, second year/apprentice applicants, and for special populations students are attached.

**1. ORIENTATION SESSION:** Learn about the programs at LI's Career Center by meeting with a counselor and previewing the brochures and program descriptions, by visiting the web site at <https://www.lyndoninstitute.org/page/academics/career-and-technical-education> or attending the annual CTE open house. Students moving from a 1<sup>st</sup> year to a 2<sup>nd</sup> year program do not need to reapply. A senior moving into Automotive Technology 2 from Auto.Tech 1 would not need to apply for Auto.Tech 2, for example.

**2. VISIT:** Students interested in attending CTE courses should visit the program(s) prior to application, or to have taken an Introductory course in the program area. Visits are arranged through the CTE office in Baker Hall; 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 the Career Center 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). Students should use the following as a guide:

- have junior or senior year credit (minimum 10 credits)
- have acceptable attendance history (no more than 10 days a semester unless there are extenuating circumstances)
- will be at least 16 years old by first day of school

**4. DECISION:** The CTE Admissions Committee will meet and review each student's application. Classes are configured using a pre-determined class size number. Priority is given to applicants who meet suggested prerequisites as outlined in the program descriptions. Decisions will be made in April 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 in a waiting pool. If students do not meet program prerequisites, and there is space available for them in the program, a conditional acceptance may be granted.

**APPEAL:** Students not accepted to CTE may appeal the decision to the LI CTE Director.

CTE Admission Committee may include:

- CTE Guidance Counselor
- CTE Program Instructors
- CTE Director

A student not accepted to the Career Center may re-apply the following year. These students will be advised as to how they can prepare for a future successful application.

If at any point in the process questions arise regarding an applicant's suitability for the particular program, or for CTE as a whole, the appropriate person(s) at the sending school or agency will be consulted.

### **Probationary Standing**

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

Continued 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 the tenth school day will be placed on probationary status until the end of the first grade report.