



CAREER PROGRAMS

School District #22

1401 15th Street, Vernon BC, V1T 8S8

Phone: 250-545-1348 ext 423

ACE IT and Dual Credit Trades Programs Steps to Complete:

1. Complete the School District #22 Career Programs application form. The form is available by contacting your School Career Coordinator or on-line at http://www.sd22.bc.ca/District/forms/Documents/Apprentice_app_career.pdf
2. Submit the application form to your School Career Coordinator for review and they will forward the completed application to the Career Programs District Office.
3. An interview may be arranged with the Career Programs Selection Committee and the student. The student will be advised if they may continue the application process.
4. The student must register with the post-secondary institute for their program. It is the student's responsibility to pay any required application fee. The student must write and successfully pass the competency test associated with their program. Students are responsible for paying any fees related to the test. If the student doesn't pass the test the first time they will have the option to re-write the test, Practice material is available from your School Career Coordinator. **Please note: this test is mandatory and determines whether the student qualifies for the program.**
5. A letter of acceptance will be mailed out to the student from the post-secondary institute with information regarding fees. A copy of this letter MUST be submitted to your Career Programs Coordinator. Once the letter is received, the Career Programs Office will send a Letter of Sponsorship to the Post-Secondary Institute.
6. The student must be prepared to pay all costs associated with the program other than tuition. Students can waive the required insurance fees if they can prove coverage. This can be done with a paper form or through the My Okanagan web site. <https://my.okanagan.bc.ca/cp/home/displaylogin>
7. School District #22 reserves the right to refuse/remove sponsorship of any student due to poor attendance/achievement or discipline issues.