

INSTRUCTIONS FOR:

Dual Credit Applications



Congratulations for deciding to take this exciting step forward into your education and future career! This guide will be helpful as you prepare your application for submittal to us.

WHAT IS DUAL CREDIT?

Taking part in this program means that you will attend a college course while enrolled in high school. You will receive both college credits and a number of Grade 12 credits that will be used towards your required graduation credits. The school district will provide tuition sponsorship for the foundation or certificate program. Your Career Coordinator will support you throughout the application process and the remainder of the program.

PLEASE READ

STEPS FOR SUBMITTING AN APPLICATION:

- Complete the School District #22 Career Programs application package. The application package is available by contacting your Career Coordinator.
- It is in your best interest to complete your application as soon as possible to give you the best chance for admittance into the college course. This would ideally be as close to the registration opening date as possible, usually a year in advance to the start date. We will also require time to review your application.
- Submit the application package to your Career Coordinator for review and they will forward the completed application to the Career Programs District Office.
- In addition, your attendance, behavior record, and transcript will also be reviewed.
- If a candidate is successful they will receive a letter of sponsorship and the Career Coordinator will instruct the student to register with EducationPlannerBC and apply online to TRU.
 - Please note: A credit card is required to pay for the non-refundable application fee.
 - Information on Registration: <https://www.tru.ca/trades/faq/how-to-apply-trades-foundation.html>
- **A letter of acceptance will be sent to the student from the post-secondary institute with information regarding fees along with correspondence from the college. A copy of this letter and all correspondence MUST be submitted to your Career Programs Coordinator and careerprograms@sd22.bc.ca.**
- The student must be prepared to pay all costs associated with the program other than tuition. Students can waive the required medical and dental insurance fees if they can prove coverage.

ADDITIONAL ITEMS THAT NEED TO BE SUBMITTED WITH YOUR APPLICATION

Resume

Include an up to date resume and list a minimum of two references.

Personal Letter in Support of Application

Create a letter that answers the following questions: What makes you confident that you have selected the best Dual Credit program for yourself?, How does the program selected relate to your planned occupation/career?, Why do you believe you will be successful in completing the program? and What skills and experiences do you already have that will help lead to your success? Support your answer with three relevant examples. You can also refer to the ITA *Identification of Suitable and Eligible Students* document for criteria pointers.

Community Reference Letter

Ask an employer, coach, teacher, family friend, etc. (not family) for a reference letter explaining why they recommend you for the program. What skills and personality traits do they believe you possess that would make you successful at completing this program?

Teacher Recommendation

Ask one teacher/counselor to complete the Teacher Recommendation form and submit it to your Career Coordinator. This recommendation should be from a different individual than your Community Reference Letter. The necessary form is included in the application package.

WorkSafe Certificate

You should have completed a WorkSafe module in your CLE 10 (Career Life Education) class. Most teachers will provide a WorkSafe Certificate upon successful completion of this module. If you did not receive a certificate then you'll need to complete the unit and test as described in the application package.

CONDITIONAL ACCEPTANCE

After being admitted into the Dual Credit Program students are **conditionally accepted** and School District #22 reserves the right to refuse/remove sponsorship of any student due to poor attendance, achievement or discipline issues, etc., either prior to the start of the program or through its duration.

CONTACT YOUR CAREER COORDINATOR FOR ASSISTANCE:

Seaton/Alternate
Melanie Jorgensen
mjorgensen@sd22.bc.ca
(250) 306-6806

Kalamalka/VSS
Tim Thorpe
tthorpe@sd22.bc.ca
(250) 549-6921

Fulton/CBSS/Crossroads/vLearn
Debbie Meyer
dmeyer@sd22.bc.ca
(250) 540-1714



Career Programs

School District No. 22 (Vernon)

Dual Credit

Student Application Package Checklist

Date: _____

Name: _____ Grade: _____ High School: _____

Program Name: _____ Dates: _____ Institute/Campus: _____

Train in Trades

Students have completed these items in this package:

Student Information - Parent Consent	Post-Secondary Information Release
Consent for Release of Confidential Information Job	Refusal of Unsafe Work
Profile Research – Parts A, B and C Teacher	Student Education Plan (planning version)
Recommendation	Skilled Trades BC Registration Form (Train in Trades Applicants Only)
Post-Secondary Institution Application Form - ONLINE	Work-Site Agreement (Carpentry Applicants Only. Document provided by your Career Coordinator)

Student provided additions:

Resume with names of references	Community Reference Letter (not family)
Personal letter in support of application	Work Safe Certificate

Organized by your Career Coordinator:

Interview with Selection Committee (if required)	Accuplacer Test (required through TRU Approx cost of \$39.90 to take test, verify amount on TRU web page)
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Office Additions – OFFICE USE ONLY

High School Attendance Record	IEP (if applicable)
High School Discipline Record	Recommendation by Case Manager if on an IEP
Official High School Transcript	Signed Full Transition Plan

In order to successfully complete a Dual Credit Program, the student must:

- ❖ Fulfill the Dogwood graduation requirements
- ❖ Pass the post-secondary program courses



Career Programs

School District No. 22 (Vernon)
Student Information – Parent Consent

Please **PRINT** your responses neatly

Date of application: _____

Name of Program: _____ Program Dates: _____ Institute/Campus: _____

STUDENT Information

Legal First Name: _____ Middle Name: _____ Legal Last Name: _____

Current High School: _____ PEN: _____ Current Grade: _____

Birthdate: Year _____ Month _____ Day _____ Indigenous: Yes No

Mailing Address: _____ Postal Code: _____

E-Mail Address: _____ Cell Number: _____

ON AN IEP: YES NO If Yes, Case Manager's Name _____

** additional supporting information is required from the Case Manager, see below*

PARENT/GUARDIAN Information

Parent/Guardian One:

Last Name: _____ First: _____

E-Mail Address: _____ Phone Number: _____

Parent/Guardian Two (if applicable):

Last Name: _____ First: _____

E-Mail Address: _____ Phone Number: _____

We certify the information given in this application is true and complete to the best of our knowledge and understand that, if selected for a Career Program; falsified statements may be reason for removal. I authorize investigation of all statements contained herein and the references listed in this application.

I allow the Career Program to use any program related picture of myself/the student named above for the purpose of promotion and communications for the Program.

Students and parents must also be aware that good attendance and work habits are expected and failure to demonstrate them may result in the student's disqualification. It is important for students to seek support early if they are not having success in the program and the career coordinators can help navigate this if help is needed. If your child voluntarily withdraws, is forced to withdraw, or does not successfully complete the Program, the ancillary fees and other costs for student materials will not be refunded once the withdrawal refund deadline has passed (usually a couple of weeks into the program – see post-secondary web page for more details).

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

*** If on an IEP**

Case Manager please provide a written reference for the coded student that includes the curricular and environmental adaptations, as outlined in the current IEP.

A copy of the IEP is attached to the application

☐

Special Ed. Designation _____



Career Programs

School District No. 22 (Vernon)

Consent for Release of Confidential Information

First Name: _____ Middle Name: _____ Last Name: _____

High School: _____ PEN No.: _____ Grade: _____ Date of Birth: _____

I hereby grant permission to Vernon School District No. 22 (Vernon) Career Programs personnel to:

Release academic attendance and discipline information and/or records to appropriate post-secondary schools and School District No. 22 staff.

Discuss pertinent information with representative from appropriate post-secondary schools and School District No. 22 staff on a strictly confidential basis.

I understand the Vernon School District 22 Career Programs department will only use this information for application purposes.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Consent to Release Personal Information Form (Third Party)



Enrolment Services
805 TRU Way
Kamloops, BC, Canada V2C 0C8
tru.ca

Campus students: records@tru.ca
Open Learning students: student@tru.ca

STUDENT PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)

FIRST NAME (legal)

FULL MIDDLE NAME(S) (legal)

TRU STUDENT NUMBER

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DATE OF BIRTH (yyyy/mm/dd)

--	--	--	--	--	--	--	--

3rd PARTY PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal), FIRST NAME or AGENCY

ADDRESS

PHONE

EMAIL (optional)

PART I - STUDENT INFORMATION

I authorize (print name of person/agency here)

access to the following information:

- ☐ Academic status
- ☐ Convocation information
- ☐ Enrolment status information
- ☐ Grades
- ☐ Registration information (including current registration status)
- ☐ Special needs documentation/Disability accommodations
- ☐ Other (specify) _____

PART II - FINANCIAL INFORMATION

I authorize (print name of person/agency here)

access to the following information:

- ☐ Student account balance
- ☐ Student awards
- ☐ Student loan information
- ☐ Tuition and fees assessment
- ☐ Other (specify) _____

PART III - STUDENT TRANSACTIONS

I authorize (print name of person/agency here)

to carry out the following transactions on my behalf:

- ☐ Add/drop courses
- ☐ Pay fees
- ☐ Order transcripts, confirmation of enrolment letters, signed scholarship/RESP forms
- ☐ Other (specify) _____

PART IV - DURATION

This waiver will be valid for the following period:

From: Date (yyyy/mm/dd) _____

To: Date (yyyy/mm/dd) _____

IMPORTANT!

Access to online fee payment and registration services is controlled through each student's T-ID and password. It is the responsibility of each student to control access to their password. Under no circumstances will a student's password be released to a third party, even in cases where this consent has been signed.

PART V - SIGNATURE

Student records are confidential and are not changeable without the written consent of the student, unless otherwise required by law. Your signature indicates that you are requesting your records be revised and that information contained herein is accurate to the best of your knowledge. TRU considers a falsified consent form as fraud.

STUDENT SIGNATURE

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DATE (yyyy/mm/dd)

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OFFICE USE ONLY

DATE (yyyy/mm/dd)

--	--	--	--	--	--	--	--

RECEIVED BY

--

DATE ENTERED (yyyy/mm/dd)

--	--	--	--	--	--	--	--

Privacy Notification

Thompson Rivers University (TRU) collects, uses, discloses and retains personal information in compliance with the BC Freedom of Information and Protection of Privacy Act (the FIPPA). Your personal information is being collected on this form under Section 26(c) of the FIPPA for the purpose(s) of obtaining your consent to release your personal information to the identified third party(ies) as required under Section 33.1(b).

Questions about this privacy notice can be directed to the Privacy Officer at privacy@tru.ca, or by calling 250-828-5012, or by post to:

TRU Privacy Office, 805 TRU Way, Kamloops, BC V2C 0C8.

This form will be kept on file in compliance with TRU's Records Retention Policy.

Career Programs

School District No. 22 (Vernon)

Job Profile Research Part A

To support your application, you must complete the following research of your selected job or career and fill out the following.

Use this website to help with your research: www.workbc.ca/jobs-careers/explore-careers.aspx

Occupation: _____

Description:

High School Pre-Requisites:

School/Programs needed: _____

Future Potential at this type of job (is there work?):

What are your future goals related to this career?

Career Programs

School District No. 22 (Vernon)

Job Profile Research Part B

Interview

Find someone in the career field in which you have researched and are interested in and ask them the following interview questions.

What is your trade or occupation? _____

What are some of your job duties and responsibilities?

What are some of the prerequisites you need to get into this career?

Are there other courses that would help you succeed in this career?

What are some of the highlights of this occupation?

What are some of the downfalls of this occupation?

What are some of the safety factors concerning this occupation?

What are the chances of promotion in this career? _____

What is some advice you would give me on pursuing this as a career?

Name of Person Interview: _____ Company: _____

Position: _____ Phone No.: _____ Date: _____

Career Programs

School District No. 22 (Vernon)

Job Profile Research Part C

Answer the following questions based on your research.

What are some things you found out about this career that you did not know before?

Based on your research, are you still interested in this career? Why?

Are there any Post-Secondary or Community run courses that would help you get a job in this career?

What are your immediate plans as far as pursuing this career?

What are your long-term plans as far as pursuing this career?

Do you consider this a life-long career? If not, what are your long-term plans?

Career Programs

School District No. 22 (Vernon)

Teacher Recommendation

Thank you for completing the Teacher Statement of Recommendation regarding the student named below. The information on this reference will be used to determine readiness for Career Programs. A quality response to the general comments section is also important.

Student Name: _____

School: _____

Teacher Name: _____

Teacher Email: _____

Course: _____

Teacher Signature: _____

Date Signed: _____

		POOR		TO		EXCELLENT
Attendance and Punctuality	1		2	3	4	5
Comments:	_____					

Work Ethic	1		2	3	4	5
Comments:	_____					

Attitude	1		2	3	4	5
Comments:	_____					

Initiative/Motivation	1		2	3	4	5
Comments:	_____					

Interpersonal Skills	1		2	3	4	5
Comments:	_____					

General Comments:

Student Education Plan

First Name:

Last Name:

Grade:

School:

Within the 80 Credits you MUST have: ALL required Courses Listed below, 5 Grade 12 courses, 1 Fine Art, Tech OR Applied Skill
52 credits are required course credits and 28 are elective credits.

GRADE 10	
REQUIRED COURSES	CREDITS
1. English Language Arts 10	4
2. Social Studies 10	4
3. A Math 10	4
4. Science 10	4
5. Physical Education 10	4
6. Career Life Education 10	4
7. Fine Arts, Tech, Applied Skill 10, 11 or 12	4
8.	4
9.	4
10.	4
TOTAL CREDITS FOR GRADE 10:	

GRADE 11	
REQUIRED COURSES	CREDITS
1. A Language Arts 11	4
2. A Social Studies 11 or 12	4
3. A Math 11	4
4. A Science 11 or 12	4
5.	4
6.	4
7.	4
8.	4
9.	4
10.	4
TOTAL CREDITS FOR GRADE 11:	

GRADE 12	
REQUIRED COURSES	CREDITS
1. A Language Arts 12	4
2. CLC & Capstone	4
ELECTIVE CREDITS <i>Must have at least two additional elective grade 12 courses other than English 12 and CLC to graduate. This could include elective grade 12 courses that you took in grade 11</i>	
3. Grade 12:	4
4. Grade 12:	4
5.	4
6.	4
7.	4
8.	4
9.	4
TOTAL CREDITS FOR GRADE 12:	

TOTAL GRAD CREDITS

FOR INITIAL PLANNING PURPOSES ONLY - You Career Coordinator will complete an official transition plan that will have signatures on it to add to your file.

Career Programs

School District No. 22 (Vernon)

Refusal of Unsafe Work

If you would like any further information regarding safety aspects of work sites, please contact your local WorkSafeBC office to speak with your area Safety Officer or call 604-276-3100 (toll free 1-888-621-7233.)

3.12 Procedure for refusal

(1) A person must not carry out or cause to be carried out any work process or person operate or cause to be operated any tool, appliance or equipment if that has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer. immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

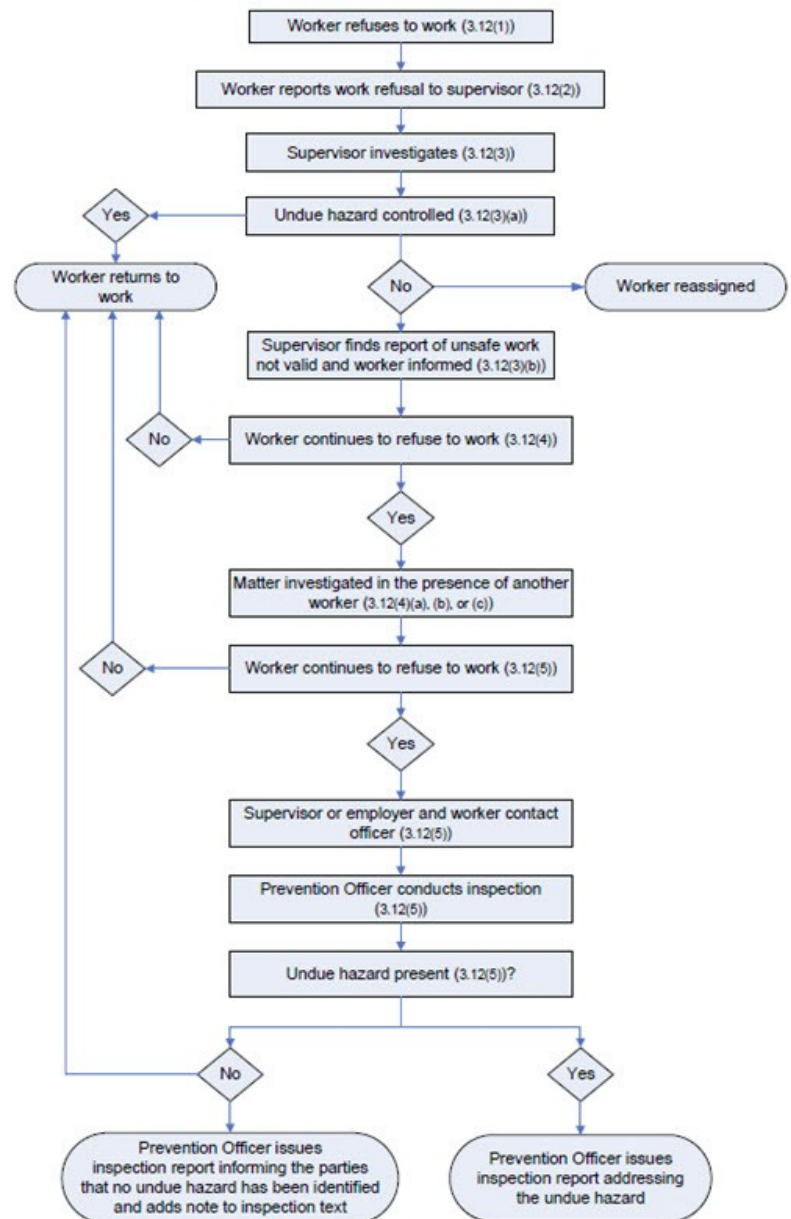
(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and (a) ensure that any unsafe condition is remedied without delay, or (b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of

- (a) a worker member of the joint committee,
- (b) a worker who is selected by a trade union representing the worker, or
- (c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.

(5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

Flowchart for Regulation Guideline 3.12



I have reviewed the Refusal of Unsafe Work with my Career Coordinator

Student Name: _____ Student Signature: _____ Date: _____

Career Coordinator Signature: _____ Date: _____

YOUTH TRAIN IN TRADES REGISTRATION FORM

Please complete and return this form to your district career coordinator. All ***mandatory fields** must be completed.

A. STUDENT INFORMATION

*Legal First Name:	Legal Middle Name (s):	*Legal Last Name:
*Date of Birth (MM/DD/YYYY):	*Gender: ☐ Man ☐ Woman ☐ Non-Binary ☐ Prefer not to answer	Personal Education Number (PEN):
*Suite Number:	*Mailing Address:	
*City:	*Province:	*Postal Code:
*Primary Phone Number: ()	Secondary Phone Number: ()	*Email Address:
Do you agree to receiving updates via SMS to your primary phone number? ☐ Yes ☐ No		
*Do you self-identify as an Indigenous person? ☐ Yes ☐ No ☐ Prefer not to answer		

B. PARENT/GUARDIAN'S INFORMATION

I, _____
 (print surname followed by given names of **parent/guardian**)

of _____
 (street address) (city, town) (postal code)

Declare that:

- I am the ☐ custodial parent ☐ legal guardian of the minor named above; and,
- I authorize the school to release the information outlined in Sections A & B to SkilledTradesBC for the purpose of registering the student with SkilledTradesBC in a Youth Trade program; and to use the registration information for statistical data.
- I understand that I can only withdraw this consent by written request addressed to the school.

Student's Signature:	Date (MM/DD/YYYY)
Parent/Guardian's Signature:	Date (MM/DD/YYYY)
SD/Independent Board Authority Contact's Signature	Date (MM/DD/YYYY)

C. PROGRAM INFORMATION (TO BE COMPLETED BY SCHOOL DISTRICT OR INDEPENDENT BOARD AUTHORITY)

Program Type (Select one): ☐ Level 1 ☐ Foundation	TRAIN Intake (MM/YYYY):	Program Start Date (MM/DD/YYYY):	Program End Date (MM/DD/YYYY):
*Trade Name:			

STUDENT WORKSAFE 10-12 INDEPENDENT LEARNING GUIDE

Completing WorkSafe training is **Mandatory** for all students going in to a Dual Credit Program. If you have not received a WorkSafe Certificate in Planning 10/ CLE 10/CLC 12, then the following **Student WorkSafe 10-12 Independent Learning Guide and accompanying test** is required to be completed.

If you do have a WorkSafe Certificate please make a copy and bring it to your Career Coordinator for your file.

HOW TO GET STARTED

Student Worksafe 10-12

Independent Learning
Guide
SD#22 Version



1. Download and read the Student WorkSafe 10-12 Independent Learning Guide SD#22 Version:

https://sd22org-my.sharepoint.com/:b:/g/personal/careerprograms_sd22_bc_ca/EWbeBoDaBRdBimgNMXL3QHQBH_AtzUahhwbG5fjA-KDIQ?e=mL12O8



2. Follow the link below to take the test. You must get at least 16/20 - retake the test if necessary. Let your Career Coordinator know when you have successfully completed the test.

TEST Link: <https://forms.gle/PjsnqFDYp25ZSKwt6>

