

Dual Credit Application



Congratulations on 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 program 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:

- 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 program. This would ideally be completed 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.
- You may be asked to complete an entrance exam for English and/or math competency.
- In addition, your attendance, behavior record, and transcript will also be reviewed.
- If a candidate is successful their application will be sent to the post-secondary institution by the Career Department staff.
- The Career Department and the post-secondary institution will notify the candidate via email if accepted into the program. A conditional acceptance letter will be sent via email to the candidate as well as information from the post-secondary regarding class start times, textbooks, etc.

ADDITIONAL ITEMS THAT NEED TO BE SUBMITTED WITH YOUR APPLICATION

Resume

Include an up-to-date resume.

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? What skills and experiences do you already have that will help lead to your success? Support your answer with three relevant examples.

Community Reference Letter

Ask an employer, coach, teacher, family friend, etc. (must be an adult and 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?

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



SD22 CAREER PROGRAMS
DUAL CREDIT
STUDENT APPLICATION PACKAGE CHECKLIST



Last Name: _____ First Name: _____

School: _____ Current Grade: _____ Grad Year: _____

Which program are you applying for:

Train in Trades

Certificate Program

Micro-Credential

(IT User Support, Video Game, Etc.)

Name of Program: _____ Start Date: _____

Post-Secondary Campus: _____

Use the checklist below to ensure your application is "complete" before handing into the Career Coordinator.

Students:

Application Form

Consent for Release of Confidential Information

Job Profile (Parts A, B and C)

Refusal of Unsafe Work

Post-Secondary Institution Application Form

Student Education Plan (planning version)

Post-Secondary Release of Information

Teacher Recommendation

Planned Occupation/Career: _____

Planned Post-Secondary Credential: _____

Planned Post-Secondary Institution for above Credential: _____

Student Provided Additions:

Resume

Personal Letter in Support of Application

WorkSafe Certificate

Community Reference Letter (not family)

Organized by your Career Coordinator (if required):

Interview with Selection Committee

Competency Exam (TEA/Accuplacer)

Office Additions – OFFICE USE ONLY

High School Attendance Record

High School Discipline Record (if applicable)

IEP and Case Manager Recommendation (if applicable)

Official High School Transcript

Grad Transition Plan - Signed

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

- ❖ Fulfill the Dogwood graduation requirements
- ❖ Pass the post-secondary program course(s)



SD22 CAREER PROGRAMS

APPLICATION FORM
PLEASE PRINT CLEARLY IN PEN

Name: _____
Last Name First Name Middle Name

Preferred Name: _____ Pronoun: she/her/hers
he/him/his
they/them/theirs Gender: _____

Indigenous: Yes No Canadian Citizen: Yes No
If yes: Status Non-Status Inuit Metis

Address: _____
(Including City and Postal Code)

PEN#: _____ School: _____ Current Grade: _____

Student Cell: _____ Date of Birth (Month, Day, Year): _____

Student email address: _____
(NOT AN SD22 SCHOOL EMAIL, NO PARENT EMAIL)

Are you currently on an IEP or Learning Plan? Yes No

* 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/Learning Plan is attached to the application Special Ed. Designation _____

Parent/Guardian Contact Name: _____
Last Name First Name

Email address: _____ Phone: _____

Parent/Guardian Contact Name: _____
Last Name First Name

Email address: _____ Phone: _____

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

I/We are 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.

Student Signature _____

Date: _____

Parent Signature _____

Date: _____

All signatures must be in place before application is processed.

To support your application, you must complete the following research of your selected job or career. **Please provide thoughtful and insightful responses to each question.** Answers to these questions will help determine a student's commitment and readiness to start a Dual Credit Program.

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? _____

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 Interviewing: _____ Company: _____

Position: _____ Phone No.: _____ Date: _____

Answer the following questions based on your research.

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

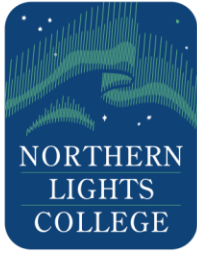
Based on your research, are you still interested in this career? Why?

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?



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
REGIONAL ADMINISTRATION**

11401 – 8th Street Dawson Creek BC V1G 4G2
Telephone 250-782-5251 • Toll free 1-866-463-6652
Fax 250-782-5233
nlc.bc.ca

RELEASE OF INFORMATION

Date: _____

I, _____, authorize Northern Lights College to release the following
information:

to _____.

STUDENT:

PRINT NAME: _____

SIGNATURE: _____

WITNESS:

PRINT NAME: _____

SIGNATURE: _____

Serving Northern British Columbia



Complete each section as appropriate. Required fields are highlighted. Print and sign approval of the conditions stated herein. Please note that sponsorship cannot be revoked after the first day of classes. For detailed information about sponsoring a student, see over and the NLC web site: www.nlc.bc.ca

SPONSOR INFORMATION

Sponsoring Company/Organization name	Billing Address	City	Province	Postal Code

Contact name	Phone	Fax	Email

Purchase order number (if applicable) _____

Payables information

(if different than above)

Contact name	Phone	Fax	Email
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STUDENT INFORMATION

Name (If more than 1 student, please enter names in Additional comments)	Birthdate and/or NLC Student ID#

Course or program to be funded	Course date(s) or semester

Sponsored fees (select all that apply, provide a maximum if applicable. If sponsoring for CE/WFT, please enter the amount sponsored in the TOTAL box.)

- | | |
|---|-----------|
| ☐ Tuition | Max _____ |
| ☐ Student Fees | Max _____ |
| ☐ Instruction Related Fees | Max _____ |
| ☐ Textbooks | Max _____ |
| ☐ Residence fees | Max _____ |
| ☐ Other costs (identify) _____ | Max _____ |
| ☐ TOTAL | Max _____ |

Student must pay to the College

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Additional comments

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AUTHORIZATION

With this consent, permission is given to Northern Lights College to collect payment for the above-noted indebtedness. I understand that this sponsorship agreement may not be revoked after the first day of classes for the study period described above.

Signature of sponsor representative	Printed name	Date of signature

Sponsoring a student at NLC

Sponsoring a student is a formal agreement between your organization and Northern Lights College that in simplest terms, is a promissory note to cover the costs associated with education. Sponsoring a student is different than customized training as customized training does not specifically identify the student in the contract. For details on payments, refunds, and penalties for customized training, please see your contract.

As a sponsor, there are some important details that you should know.

You may also want to consider best practices: www.nlc.bc.ca/Services/AR/sponsorship

As a sponsor, you can and should identify what you are willing to pay for. Charges a student may encounter include:

- **Tuition** The actual cost of the course(s) and is eligible for tax consideration.
- **Student fees** The fees associated with being a student including the NLC Student Association fees.
- **Instruction Related fees** Some programs or courses may have these fees to cover the cost of resources, supplies, and materials.
- **Textbooks**
- **Tools, uniforms, certification exam fees** Additional costs that a student might encounter to start or finish their program.
- **Accommodation:** A student may need to move or live in an NLC residence.

Details on the costs of NLC programs are available at www.nlc.bc.ca/Admissions/Tuition. Sponsors may also want to limit the total amount they are willing to pay.

Refunds for Tuition, Student Fees, and Instruction Related Fees will be returned to the Sponsor, providing a formal agreement with NLC exists. If you have simply paid on behalf of the student (without an sponsorship authorization agreement with NLC), refunds will go to the student.

Payment terms are defined on the invoice to sponsors, but normally follow the same payment terms as students; payment in full by the first day of classes.

Many of NLC's courses and programs require pre-payment of a deposit before a student can enrol. The deposit is non-refundable – even if the student doesn't come. The deposit is also non-transferrable; if a student does not come, it cannot be transferred to another student. If a deposit is required, it must be paid at the time of enrolment and cannot be deferred to invoice. (Note that students who cannot provide a deposit but have confirmed funding can request a Deposit Waiver).

Sponsors may revoke their agreement to sponsor a student prior to the first day of classes by emailing details including the sponsoring organization name, the student name, and the NLC student ID number or birthdate to financialservices@nlc.bc.ca. After the first day of classes, all fees are due and payable as outlined in the sponsorship agreement, regardless of whether the student attends or sponsorship is withdrawn. Note that if a student drops the course(s) before the refund deadline, there may be a refund to the sponsor. Revoking sponsorship does not withdraw a student from the course(s); only the student may do that.

Sponsors often expect evidence that a student attended and/or completed a program or course. The student may request a Confirmation of Enrolment and/or a Transcript be sent to the student or directly to the sponsor.

Sponsors also often want to check-in on how their students are doing. Note that a sponsorship agreement would not entitle the sponsor to ask the College directly for information about enrolment, attendance, grades, or financial information.

If a sponsor requires direct access to NLC to discuss a student's enrolment, attendance, grades, or financial information, the student must complete a Release of Information.

T2202A Tuition, Education, and Textbook Amounts Certificate are issued to students (not sponsors). Sponsors seeking education tax credits should contact their student.



SD22 CAREER PROGRAMS

CONSENT FOR RELEASE OF INFORMATION

Student Name: _____
Last Name First Name Middle Name

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.
- ☐ Release and discuss the current Education Plan (IEP) with the post-secondary institution if applicable.

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: _____

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.

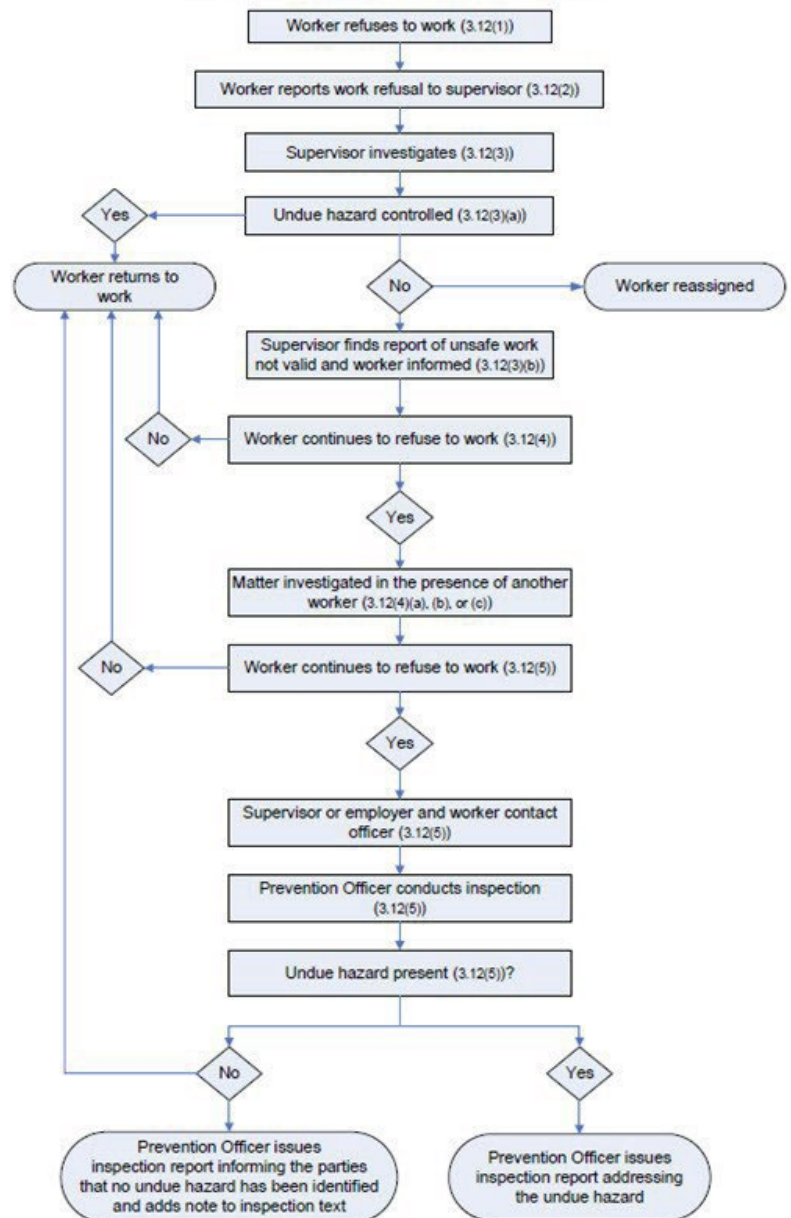
(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and (a) ensure that any unsafe condition is remedied without delay, or (b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(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: _____

First Name: _____ Last Name: _____ Grade: _____ School: _____

 Make an appointment with your Career Coordinator to develop a Transition Plan.

1. Courses selected must meet the current graduation requirements. You may need to modify your timeline to achieve this. (Students must graduate when they complete their Dual Credit program.)
2. **Within the 80 Credits you MUST have:** ALL required courses Listed below, 5 Grade 12 courses, 1 Fine Art, Tech OR Applied Skill and 1 Indigenous-focused course (4 credit). (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.	
9.	
10.	
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.	
6.	
7.	
8.	
9.	
10.	
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>	
Grad Requirement of Indigenous-focused course work (4 credit)	
Indigenous Credit	
TOTAL CREDITS FOR GRADE 12:	

TOTAL GRAD CREDITS	
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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

WORKSAFE BC

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/EQq16yAluKpNnmBSLDyvGFwBzsP1oNo2pUY-ZeTNe24e2w?e=o078Jl



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>





SD22 CAREER PROGRAMS

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: _____

Attendance and Punctuality ☐ 1 POOR ☐ 2 TO ☐ 3 ☐ 4 EXCELLENT ☐ 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:
