

INSTRUCTIONS FOR: Dual Credit Applications



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.

PLEASE READ BEFORE SUBMITTING AN APPLICATION:

All Applications must be typed or written with pen clearly. Pencil Applications will not be accepted.

1. Complete Your Application Early

- Submit your application as soon as possible— (at least **one year before the program start date**). This gives you the best chance of being admitted and allows time for review.

2. Submit Your Application Package

- Give the completed application to your Career Coordinator.

3. If Your Application Is Approved

- The Career Programs department will tell you when to apply as a Dual Credit Student to the Post-Secondary Institution through EducationPlannerBC.
- Instructions and a code to apply will be emailed to you by the Career Programs department and will also be available from your Career Coordinator.

4. Notify Your Career Coordinator After Applying

- Once you apply to the Post-Secondary through EducationPlannerBC, email careerprograms@sd22.bc.ca, as well as your Career Coordinator (email address below) to confirm your application was submitted.

5. Monitor Email

- Monitor the email address you provided in your post-secondary application. Make sure to check your junk/spam folder as well. The Post-Secondary Institution will send correspondence about your application status to the provided email address. You must **forward all emails from the Post-Secondary to careerprograms@sd22.bc.ca and to your Career Coordinator's email below.**

6. Receive Your Acceptance Letter

- After the Post-Secondary Institution approves your application, you'll get a **Letter of Conditional Acceptance** by email from the SD22 Career Programs department.

Career Coordinator Contacts:

KAL/VSS – Tim Thorpe | 250-549-6921 | tthorpe@sd22.bc.ca

ALTERNATE/SEATON – Melanie Jorgensen | 250-306-6806 | mjorgensen@sd22.bc.ca

CBSS/CROSSROADS/FULTON/VLEARN – Debbie Meyer | 250-540-1714 | dmeyer@sd22.bc.ca

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, Nail Technician, Etc.)

Name of Program: _____ Start Date: _____
(i.e. Welding/Education Assistant)

Post-Secondary Campus: _____
(TRU, OC Vernon, etc.)

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

Students:

Application Form

Student Education Plan (planning version) Teacher

Job Profile (Parts A, B and C)

Recommendation

Consent for Release of Confidential Information

Skilled Trades BC Registration Form
(Train in Trades Applicants Only)

Refusal of Unsafe Work

Work-site Agreement
(Carpentry Applicants Only – See your Career Coordinator for Form)

Planned Occupation/Career: _____

Planned Post-Secondary Credential and Institution for Credential: _____

Student Provided Additions: *(not included in this package)*

WorkSafe Certificate

- Usually completed in CLE 10.
- If you don't have one, complete the module and test as outlined in the application package.

Personal Letter in Support of Application

- Explain why you chose this Dual Credit program, how it relates to your career goals, why you'll succeed. Explain, with examples, what skills, qualities and experiences that you have that will support your success in this program.

Community Reference Letter (not family)

- From an adult (not family) such as an employer, coach, or teacher.
- Should describe your skills and traits that will help you succeed.

Office Additions – OFFICE USE ONLY

High School Attendance Record

IEP and Case Manager Recommendation (if applicable)

High School Discipline Record (if applicable)

Grad Transition Plan - Signed

Official High School Transcript

Organized by Career Coordinator (if required): Interview with Selection Committee Competency Exam

❖ ***In order to successfully complete a Dual Credit Program, the student must fulfill the Dogwood graduation requirements and pass the post-secondary program/course(s).***

Name: _____
Last Name First Name Middle Name

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

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 _____

First Contact (all correspondence)

Parent/Guardian Name: _____
Last Name First Name

Email address: _____ Phone: _____

Second Contact

Parent Guardian 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.



SD22 CAREER PROGRAMS

JOB PROFILE RESEARCH (PART A)

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?



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.

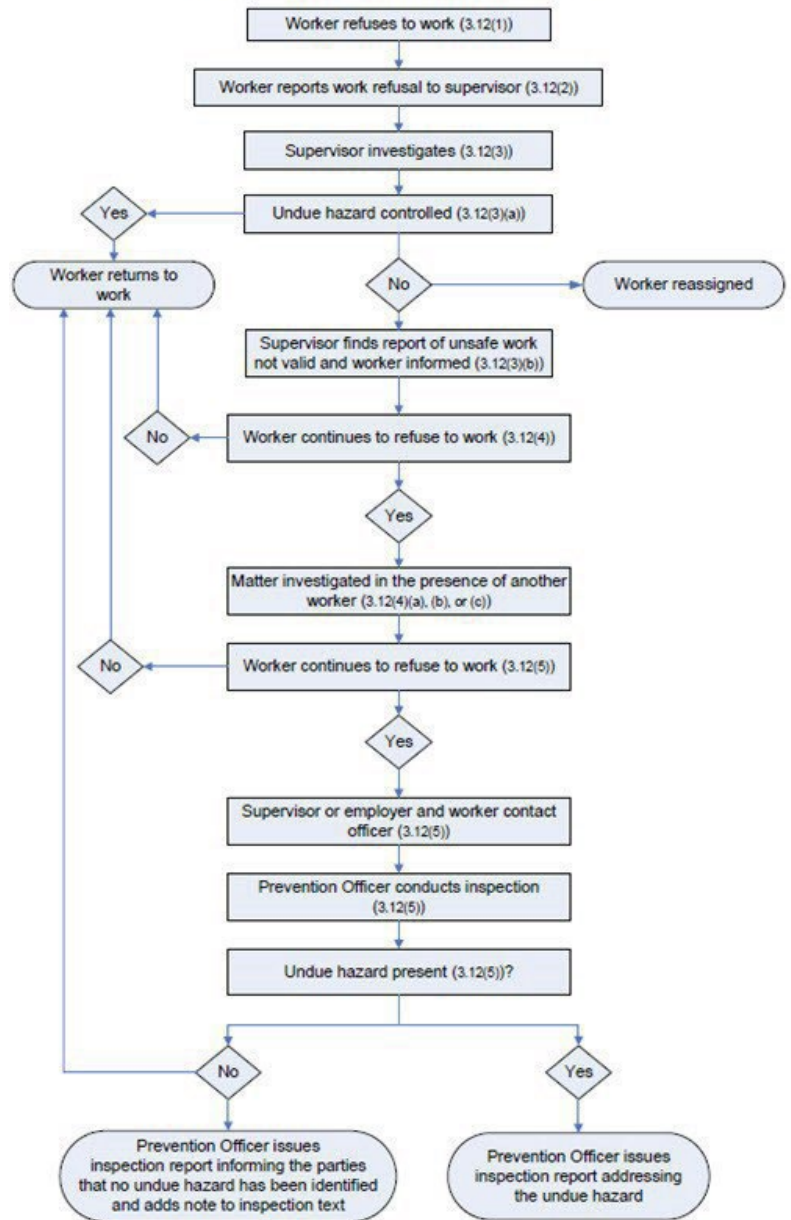
(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and (a) ensure that any unsafe condition is remedied without delay, or (b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(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	<input type="text"/>
TOTAL CREDITS FOR GRADE 12:	

TOTAL GRAD CREDITS	
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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: <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Non-Binary <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*Do you self-identify as an Indigenous person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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): <input type="checkbox"/> Level 1 <input type="checkbox"/> Foundation	TRAIN Intake (MM/YYYY):	Program Start Date (MM/DD/YYYY):	Program End Date (MM/DD/YYYY):
*Trade Name:			

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/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: _____

POOR TO EXCELLENT

Attendance and Punctuality	1	2	3	4	5
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Comment: _____

Work Ethic	1	2	3	4	5
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Comment: _____

Attitude	1	2	3	4	5
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Comment: _____

Initiative/Motivation	1	2	3	4	5
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Comment: _____

Interpersonal Skills	1	2	3	4	5
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Comment: _____

General Comments:
