

# 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 on how 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 your Career Coordinator 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](mailto: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](mailto:tthorpe@sd22.bc.ca)

**ALTERNATE/SEATON** – Melanie Jorgensen | 250-306-6806 | [mjorgensen@sd22.bc.ca](mailto:mjorgensen@sd22.bc.ca)

**CBSS/CROSSROADS/FULTON/VLEARN** – Debbie Meyer | 250-540-1714 | [dmeyer@sd22.bc.ca](mailto:dmeyer@sd22.bc.ca)



**SD22 CAREER PROGRAMS**  
**ACADEMIC DUAL CREDIT**  
**STUDENT APPLICATION PACKAGE CHECKLIST**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Start Date: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Start Date: \_\_\_\_\_

Name of Course: \_\_\_\_\_ 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 |
| Personal Paragraph                          | 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:**

WorkSafe Certificate

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

**Office Additions – OFFICE USE ONLY**

- |  |  |
|--|--|
| High School Attendance Record                    | IEP and Case Manager Recommendation<br>(if applicable) |
| High School Discipline Record<br>(if applicable) | Grad Transition Plan - Signed                          |
| Official High School Transcript                  |  |

In order to successfully complete a Academic Dual Credit Program/Course(s), 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 \_\_\_\_\_

**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**

## **CONSENT FOR RELEASE OF INFORMATION**

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**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.

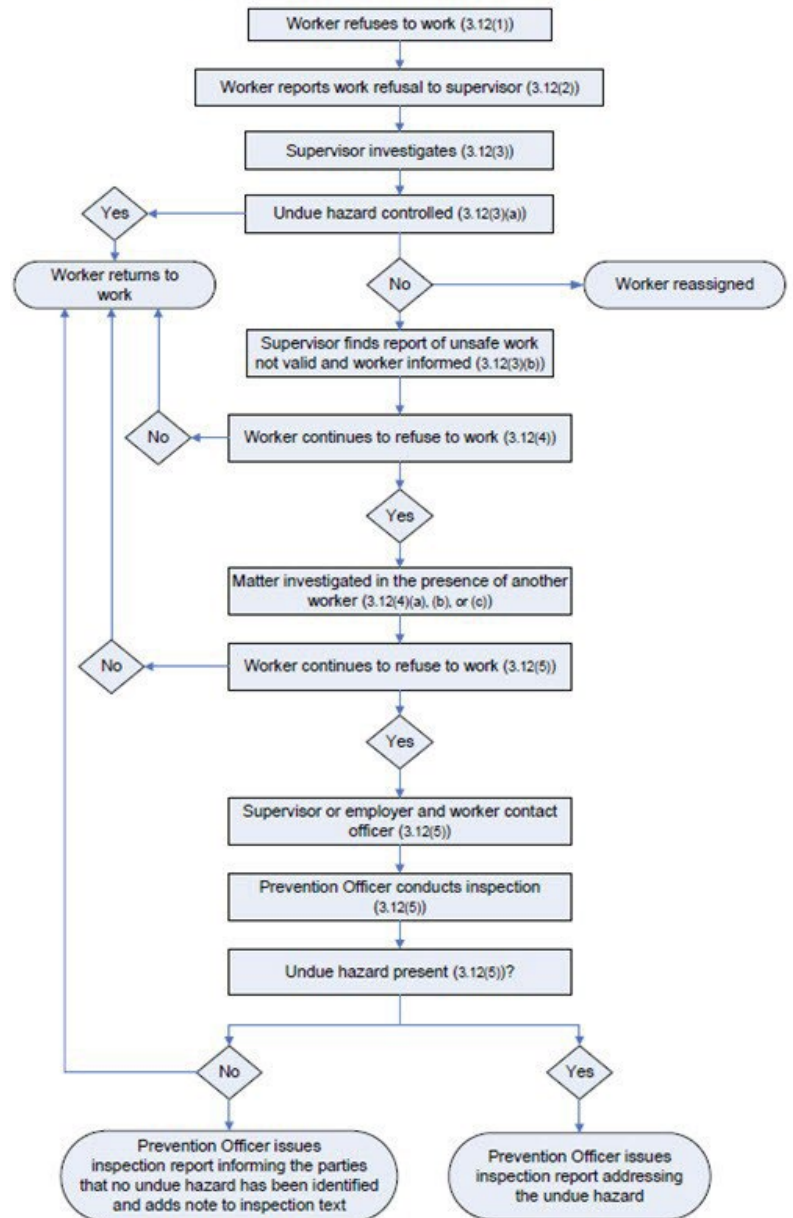
(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and (a) ensure that any unsafe condition is remedied without delay, or (b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(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.	
<b>TOTAL CREDITS FOR GRADE 10:</b>	

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.	
<b>TOTAL CREDITS FOR GRADE 11:</b>	

GRADE 12	
REQUIRED COURSES	CREDITS
1. A Language Arts 12	4
2. CLC & Capstone	4
<b>ELECTIVE CREDITS</b>	
<i>Must have at least two additional elective grade 12 courses other than English 12 and CLC to graduate. This could include <b>elective</b> grade 12 courses that you took in grade 11</i>	
Grad Requirement of Indigenous-focused course work (4 credit)	
<b>Indigenous Credit</b>	
<b>TOTAL CREDITS FOR GRADE 12:</b>	

<b>TOTAL GRAD CREDITS</b>	
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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.

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## **HOW TO GET STARTED**

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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](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	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Comments: \_\_\_\_\_

Work Ethic	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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Comments: \_\_\_\_\_

Attitude	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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Comments: \_\_\_\_\_

Initiative/Motivation	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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Comments: \_\_\_\_\_

Interpersonal Skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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Comments: \_\_\_\_\_

General Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_