

## PDF Application Instructions for HCS and CCA Programs

You can download a complete set of application materials for the Health Care Services, Video Game Design or Construction Careers Academy programs and fill out all application materials at the Whatcom Tech Prep website: <http://whatcomtechprep.org>

The application packets are PDF-template documents. Questions about the programs and application process should be directed to the high school counselor or career specialist.

### **Part I. PROGRAM OVERVIEW/ENROLLMENT FACT SHEET**

(pages are “read/print only”)

Make sure you read over the program information and enrollment criteria. We suggest you print these pages for reference as you fill out the application form.

- ❖ Application Guidelines
- ❖ Eligibility Criteria
- ❖ Enrollment Fact Sheet

### **Part II. APPLICATION** (pages are template format)

You can save the application document to your home computer or save to your school account.

- ❖ Place the cursor on the line and type in your response to each question.
- ❖ Use the tab key to move between questions.
- ❖ The template format has a limited space capacity for your answers. “What you see is what you get” for allowable space.
- ❖ Once you have completed the application, print two copies – one to submit and one to save for your files. Make sure you save the completed application to your home or school computer file.
- ❖ Don’t forget to sign the application before submitting. All appropriate signatures must be included.

### **Part III: REFERENCE FORM** (pages are “read/print only.”)

References are required for HCS, CCA and VGD programs. Please make sure you read the instructions at the top of reference page.

- ❖ Print the reference page(s) and give to your selected reference people to fill out.
- ❖ These pages should be handwritten/typed and then given back to you to submit with your application packet.

### **Part IV: SUBMITTING YOUR APPLICATION**

- ❖ Once your application packet is complete, submit all parts to your high school counselor or career specialist by the date specified at your school.
- ❖ Each high school will review the application packets and submit their final pool of qualified applicants.

### **Part V: TIMELINE**

- ❖ Check Tech Prep website for application due date and other program deadlines.  
[www.whatcomtechprep.org](http://www.whatcomtechprep.org) (Student Section, click on *Community Classroom*)