**Wake Technical Community College**

**Career and College Promise**

**CCP Application Instruction Sheet for Prospective New Students**

This instruction sheet is designed to instruct prospective new students how to complete the application process for the Career and College Promise program at Wake Technical Community College.

**PLEASE READ ALL INFORMATION CAREFULLY!!!
FAILURE TO READ ALL INFORMATION MAY RESULT IN AN INCOMPLETE SUBMISSION OF MATERIALS!!!**

**Application Materials Needed**

* The following materials are needed to complete the CCP Application process:
	+ - **CCP Application (Required)**
		- **Eligibility Verification (EV) Form (Required)**
		- **Copy of High School Transcript (Required)**
		- **Unofficial test scores (if applicable)**
			* **Examples: SAT, ACT, Pre-ACT, PSAT, RISE Placement Test, etc…**
		- **Other supporting documentation (if applicable)**
			* **Achievement/Assessment Tests**
			* **AIG Identification**
			* **Direct Placement Form**
			* **Any other relevant documentation**

**Submitting Documentation Online (NEW)**

**Prospective New CCP students will now complete the application process ONLINE. See the following steps below which displays how to successfully submit application materials:**

**Attention: Students who have attended an Information Session before the Spring 2020 Semester must email** **ccp@waketech.edu** **to have their attendance confirmed by a CCP Staff Member. Once confirmed, you will then receive the application link.**

* **Step 1:** **CCP Application**
	+ Students will receive the application link within the email they provide during the information session.
	+ Students will input all required information, **sign and date the application**, and then submit.
	+ **After submitting the CCP Application:**
		- **Students will be redirected to a confirmation page, and**
		- **Students will receive two emails (this may take a few minutes):**
			1. **Confirming the application was submitted (which will include the link to the EV Form), and**
			2. **To sign and date the application again via DocuSign (This will result in two signatures for the CCP Application)**
	+ **Students will also receive an email indicating their CCP Application Form has been processed.**
* **Step 2:** **Eligibility Verification (EV) Form**
	+ Once the CCP Application is complete, students will receive the link to the Eligibility Verification (EV) Form.
	+ **Students will input all required information…**
		- **Within the form, students must provide the following email addresses for e-signature requests:**
			1. **Principal or Designee Email Address**
				* **If the student is in the public school system, check with the school’s student services team and/or representative to get the appropriate email address before submitting the EV Form (ex. CDC, Dean, Counselor, etc…).**
			2. **Parent/Guardian Email Address**
			3. **AIG Coordinator Email Address (if applicable)**

**\*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form from the link within the email previously sent. Check with your school, parent/guardian, and AIG Coordinator (if applicable) before contacting the CCP Team regarding signature statuses.**

* + **Students will attach required and/or applicable supporting documentation to the EV Form which may include the following:**
		- **Copy of High School Transcript (Required)**
		- **Unofficial Test Scores (if applicable)**
		- **Supplemental Documentation (if applicable)**
			1. **Achievement/Assessment Tests**
			2. **AIG Identification**
			3. **Direct Placement Form**
			4. **Memos**
			5. **Any other relevant documentation**
	+ **Once all required information is given, the student will click the “STUDENT” box within the Acknowledgments section, sign and date the EV Form**, and then submit.
	+ **After submitting the Eligibility Verification (EV) Form:**
		- **Students will be redirected to a confirmation page, and**
		- **Students will receive two emails:**
			1. **Confirming the EV Form was submitted, and**
			2. **To sign and date the EV Form via DocuSign (This will result in two signatures for the EV Form)**
	+ **This will complete the student’s portion of the application process, but does not complete the process fully!**
* **Step 3:** **Principal or Designee Acknowledgment & Signature**
	+ The Principal or Designee will receive the link for e-signature via DocuSign once the student completes the EV Form.
* **Step 4:** **Parent/Guardian Acknowledgement & Signature**
	+ The student’s Parent/Guardian will receive the link for e-signature via DocuSign once the Principal or Designee signs the EV Form.
	+ **The student’s Parent/Guardian will click the “Parent” box within the Acknowledgements section, sign and date the EV Form, and then submit.**
		- **\*\*If student is in 11th/12th grade, the Wake Tech Chief Development Office will sign after this signature and processing will begin. (See Step 6 for more information)**
* **Step 5: AIG Coordinator Signature (9th/10th Grade College Transfer Pathway ONLY)**
	+ The student’s AIG Coordinator will receive a link for e-signature via DocuSign once the parent/guardian signs the EV Form.
		- **\*\*This signature is only for prospective 9th/10th grade College Transfer Pathway students

		SIGNATURES NOTE: If the hyperlinks to the forms for signature are not clickable, they can be copied and pasted into the browser’s address bar for access.**
* **Step 6: WTCC Chief Development Officer Signature/Processing Begins**
	+ Once all signatures are submitted, the WTCC Chief Development Officer will sign and the processing phase will begin.
	+ **Students DO NOT have to reach out to Wake Tech to obtain this signature.**
* **Step 7: Acceptance Letter**
	+ Students will receive an acceptance letter once their documentation has been reviewed, processed approved by the CCP Team

**Important Information Application Reminders**

**ATTENTION
If a student submits an incomplete CCP Application and/or Eligibility Verification (EV) Form (in addition to supporting documentation), the student will receive an email from the CCP Team prompting the student to make the necessary change(s) and/or provide the requested documentation. Failure to submit accurate information, complete forms, and/or supporting documentation may result in a delay within the student’s application review process.**

**For additional information, documentation and requirements for any of the Special Pathways (Medical Assisting, Nurse Aide, Cosmetology, Welding or Automotive), please email the CCP Staff at** **ccp@waketech.edu****.
Acceptance into a Special Pathway does not guarantee a spot/seat in the class and there may be additional steps that may be required by the department before a student can be registered for a course.

As a reminder, if the student is in the public school system, check with the school’s student services team and/or representative to get the appropriate email address before submitting the EV Form (ex. CDC, Dean, Counselor, etc…).**

**For WCPSS students who need a copy of their transcript, contact your schools Student Services Representative(s), or visit** <https://wcpss.scriborder.com/>
 **For information regarding acceptable Achievement/Assessment Tests, visit**<https://buros.org/tests-reviewed-twentieth-mental-measurements-yearbook>
 **Visit the “Enrolling in CCP” page on the CCP Webpage
for further steps regarding the Enrollment process**