**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)**
    - **Updated High School Transcript (Required)**
    - **Supplemental documentation (if applicable)**
      * **Unofficial Test Scores**
        + **Examples: SAT, ACT, Pre-ACT, PSAT, RISE Placement Test, etc…**
      * **Achievement/Assessment Tests**
      * **AIG Identification**
      * **Direct Placement Form**
      * **Memo(s)**
      * **Any other relevant documentation**
* Students will be unable to register until registration forms are **reviewed** and **processed**.

**DOCUMENTATION SUBMISSION NOTICE – E-SIGNATURES EMAIL DELAY  
Please be aware that emails received, for DocuSign signatures, by the Principal/Designee, Parent/Guardian, and AIG Coordinator (if applicable) may or may not arrive immediately. Please give each signee time to receive the emails.  
  
DISCLAIMER  
You will be dropped from any courses registered that are not a part of your pathway! You will also be dropped from any course for which you place yourself on a waitlist.**

**Students who plan to apply for Summer and Fall Terms, must complete two EV Forms.**

|  |  |
| --- | --- |
| **Summer EV Form** | **Fall EV Form** |
| **Current Grade** | **Expected Grade** |
| **Ex. Summer EV Form – Grade 11** | **Fall EV Form – Grade 12** |

**Submitting Documentation Online (NEW)**

**Prospective 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**](mailto:ccp@waketech.edu) **to have their attendance confirmed by a CCP Staff Member. If you have completed the Mandatory Information Session online, you DO NOT have to email to confirm your attendance.**

* **Step 1:** **CCP Application**
  + Students will receive the application link within the email they provide during the information session (seated or online).
  + Students will input all required information, **sign and date the application**, and then submit.
  + **After submitting the CCP Application:**
    1. **Students will be redirected to a confirmation page, and**
    2. **Students will receive the following emails (these may take a few minutes):** 
       1. **\*\*An email to sign and date the application again via DocuSign (This will result in two signatures for the CCP Application). You MUST input your NAME and INITIALS into DocuSign.**
       2. **Copy of the signed document; and**
       3. **\*\*Confirming the application was submitted (which will include the link to the EV Form)**
  + **Students will also receive an email indicating their CCP Application Form has been processed.**
  + **Please submit only ONE CCP Application. If you successfully submit the CCP Application, you will not have to resubmit again.**
* **Step 2:** **Eligibility Verification (EV) Form**
  + **Once the CCP Application is complete, students will receive the link to the Eligibility Verification (EV) Form within the student’s email address provided in the application.**
  + Students will input all required information. **See the following EV Form notes below:  
      
    DISCLAIMER: Information on your CCP Application must match information submitted on your EV Form. Incorrect information will result in an incomplete submittal. Refer to the copy of your CCP Application provided within your email address.**
    1. **Attach your “High School Transcript” in the EV Form.**
    2. **Select your Pathway(s). As a reminder you can choose one of the following variations:** 
       1. **Career and Technical Education Pathway or College Transfer Pathway**
       2. **Two Career and Technical Education Pathways, or**
       3. **Career and Technical Education Pathway and College Transfer Pathway**
    3. **Students must provide the following email addresses for e-signature requests:**
       1. **Principal or Designee Email Address**
          - **If you are a WCPSS student, check with your High School’s Student Services Team/Representative to get the appropriate email address before submitting the EV Form. You can also visit the CCP Website for available email addresses.**

**9th/10th Grade: Principal Email Address Required**

**11th/12th Grade: Principal or Designee Email Address Required**

* + - 1. **Parent/Guardian Email Address** 
         * **Parents will ONLY complete their process AFTER the Principal/Designee! Parents who try to complete their process while the student is completing the form will result in an incomplete submission!**
      2. **AIG Coordinator Email Address (if applicable; 9th/10th Grade College Transfer Pathway)**

**\*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form previously located in the CCP Application Confirmation email. 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 supplemental documentation to the EV Form which may include the following:**
    1. **Updated High School Transcript (Required)**
    2. **Supplemental Documentation (if applicable)**
       1. **Unofficial Test Scores**
       2. **Achievement/Assessment Tests**
       3. **AIG Identification**
       4. **Direct Placement Form**
       5. **Memo(s)**
       6. **Any other relevant documentation**
  + **Once all required information is given, the student MUST read each section, and click the “STUDENT” boxes within the Acknowledgments section, sign and date the EV Form**, **and then submit.**
  + **After submitting the Eligibility Verification (EV) Form:** 
    1. **Students will be redirected to a confirmation page, and**
    2. **Students will receive the following emails:** 
       1. **\*\*An email to sign and date the application again via DocuSign (This will result in two signatures for the EV Form). You MUST input your NAME and INITIALS into DocuSign.**
       2. **Copy of the signed document**
    3. **This will complete the student’s portion of the application process, BUT DOES NOT COMPLETE THE PROCESS ENTIRELY! Your documents will now enter the SIGNATURES PHASE.**
* **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 input their NAME and INITIALS for signature, click the “PARENT” boxes 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 Officer will sign the document and the processing phase will begin. (See Step 6 for more information)**
* **Step 5: AIG Coordinator Signature (if applicable; 9th/10th Grade College Transfer Pathway)**
  + The student’s AIG Coordinator will receive a link for e-signature via DocuSign once the parent/guardian signs the EV Form.

**SIGNATURES NOTE: If the hyperlinks to the forms for signature are not clickable via DocuSign, utilize a different web browser.**

* **Step 7: WTCC Chief Development Officer Acknowledgement and Signature**
  + Once all signatures are submitted, the WTCC Chief Development Officer will sign the document and the processing phase will begin.
  + **Students DO NOT have to reach out to Wake Tech to obtain this signature.**
* **Step 8: Review and Processing Phase**
  + The CCP Staff will review all documentation submitted.
* **Step 9: Acceptance Letter**
  + Students will receive an acceptance letter once their documentation has been reviewed, approved, and processed by CCP Staff.

**ATTENTION  
Your Acceptance Letter does not signify you can register at that moment! Please review your Acceptance Letter for further instructions.**

**Important Information**

**DOCUMENTATION SUBMISSIONS  
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 documentation review process.  
  
\*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form. Check with your school, parent/guardian, and AIG Coordinator (if applicable) before contacting the CCP Team regarding signature statuses.  
  
  
SPECIAL PROGRAMS INFORMATION  
For additional information, documentation and requirements for any of the Special Pathways (Medical Assisting, Nurse Aide, Cosmetology, Welding or Automotive), visit the “Enrolling in CCP” tab on the CCP webpage or email the CCP Staff at** [**ccp@waketech.edu**](mailto: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.**

**TRANSCRIPTS  
If you are a WCPSS student, check with your High School’s Student Services Team/Representative to get the appropriate email address before submitting the EV Form. You can also visit the CCP Website for available email addresses.**

**For WCPSS students who need a copy of their transcript, contact your schools Student Services Representative(s), or visit** <https://wcpss.scriborder.com/>   
  
**Homeschool students and parents/guardians are encouraged to visit the “Frequently Asked Questions” on the CCP Website for transcript requirements.**

**COHORTS (FUQUAY VARINA HS and SANDERSON HS STUDENTS ONLY)  
If you attend Fuquay Varina HS, Sanderson HS, or participating in the NCTAP Program, email the following contact below and indicate your interest in joining the Cohort.   
  
Fuquay Varina HS (Criminal Justice; Courses-TBD; Fall Semester) – Dr. Emily Jessee (ejessee@wcpss.net)**

**Sanderson HS (BUS-110 Online; Fall Semester) – Mr. Chad Collins (ccollins4@wcpss.net)   
  
  
ACHIEVEMENT/ASSESSMENT TESTS  
For information regarding acceptable Achievement/Assessment Tests, visit**<https://buros.org/tests-reviewed-twentieth-mental-measurements-yearbook>  
  
 **ENROLLING IN CCP  
Visit the “Enrolling in CCP” page on the CCP Webpage   
for further steps regarding the Enrollment process  
  
  
GRADUATING HIGH SCHOOL SENIORS – FALL 2020  
 If you are a high school senior participating in CCP who will be graduating in this academic year and you plan to attend Wake Tech as a regular, traditional student after graduation, please follow the general admission procedures immediately to complete NC Residency and Wake Tech application at CFNC.org for admission for the Fall Term. For more information, visit** [**CCP Graduating Seniors**](https://www.waketech.edu/admissions-aid/career-and-college-promise/graduating-students)**. Failure to complete steps within the traditional admissions process may delay your enrollment for the Fall Semester.**