



Serving the school districts of : Brecksville-Broadview Heights • Cuyahoga Heights • Garfield Heights • Independence • Nardon Hills • North Royalton • Revere • Twinsburg

Dear Adult Applicant:

Thank you for your interest in Cuyahoga Valley Career Center. I have enclosed an application for admission to our high school programs and any other information you may have requested. The enclosed application is for two types of students.

1. **Adults entering the first year of a high school program.** (Because our day programs are primarily for high school students, your application will be placed on a waiting list until all of the high school students have been placed. You will then be enrolled on a space-available basis.)
2. **High school students who are completing the first year of a program and are changing to adult status for the second year.** (You have continuation rights in the program you began and will be enrolled immediately.)

You may enroll in Cuyahoga Valley Career Center **tuition-free** if you meet at least one of the following conditions:

1. **You are a resident of the Cuyahoga Valley Career Center district.** (Instructions for documenting residence are included in this application packet.)
2. **Your place of employment is located in the Cuyahoga Valley Career Center district and enrollment in the desired program is required for you to maintain and/or advance in your current position.** (Separate instructions for documenting employment are included in this application packet.)

Adult students who do not meet either of these conditions must pay tuition of \$5,400 per year, payable quarterly.

**Adult students applying for high school programs must complete a BCI and FBI criminal background check at CVCC prior to beginning class.** The cost is \$46. Procedures are included in this packet. It is not necessary to initiate the background check procedure or pay the background check fee until you receive notification that you have been accepted to a CVCC program.

**Adult students enrolling in the first-year of a high school program must contact the Adult Assessment Coordinator to schedule a career assessment test prior to admission.** The phone number and a list of the times and dates for testing are enclosed. The assessment can help you in making appropriate career and program choices.

Adult students are expected to follow the Career Center's student code of conduct. Applicants are required to sign an acknowledgement form, which is included in this packet.

**PLEASE SUBMIT A \$25.00 NON-REFUNDABLE APPLICATION FEE, THE COMPLETED APPLICATION FORM, THE SIGNED ACKNOWLEDGEMENT FORM, AND (IF APPLICABLE) PROOF OF RESIDENCY OR EMPLOYMENT IN THE DISTRICT TO DEREK TAYLOR, RECRUITMENT COUNSELOR AT THE ADDRESS AT THE BOTTOM OF THIS PAGE.**

If you have any questions about the admission process, contact the recruitment counselor, Mr. Derek Taylor at 440-746-8286 (dtaylor@cvccworks.com), or the recruitment secretary, Mrs. Jeannine Babareka, at 440-746-8216 (jbabareka@cvccworks.com).

Sincerely,

Michael W. Hall  
Principal



# ADULT APPLICATION FOR ADMISSION

2011-2012 School Year

### Phone Contact Information

Provide the phone number which you would like us to use for Special Announcements and Emergency Calls through the phone contact calling system.

Primary Contact Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship

### CVCC OFFICE USE ONLY

Date Application Received \_\_\_\_\_  
Voc. Assessment Scheduled \_\_\_\_\_  
Voc. Assessment Completed \_\_\_\_\_  
Wait Listed For \_\_\_\_\_  
Initial Enrollment \_\_\_\_\_ Date \_\_\_\_\_  
Transfer To \_\_\_\_\_ Date \_\_\_\_\_  
Drop Date \_\_\_\_\_ Reason \_\_\_\_\_  
Student ID# \_\_\_\_\_

NEW ENROLLMENT- 1<sup>ST</sup> YEAR ADULT STUDENT (\$25.00 APPLICATION FEE)

RE-ENROLLMENT- 2<sup>ND</sup> YEAR HIGH SCHOOL TO ADULT STUDENT STATUS

COMPLETED APPLICATION PACKET INCLUDING THE APPLICATION FEE IS DUE TO CVCC AS SOON AS POSSIBLE.

(PLEASE PRINT)

LAST NAME FIRST MIDDLE MALE/FEMALE BIRTHDATE  
(USE FULL LEGAL NAME)  
HOME ADDRESS CITY ZIP (AREA CODE) HOME TELEPHONE  
E-MAIL ADDRESS CELL #

SCHOOL DISTRICT YOU RESIDE IN: (Please check one)

\_\_\_\_ Brecksville/Broadview Heights \_\_\_\_ Cuyahoga Heights \_\_\_\_ Garfield Heights \_\_\_\_ Independence \_\_\_\_ Other (Specify)  
\_\_\_\_ Nardon Hills \_\_\_\_ North Royalton \_\_\_\_ Revere \_\_\_\_ Twinsburg

PROGRAM CHOICE: Mark with a 1 the program that most interests you. Mark your second choice with a 2 and your third with a 3.

#### ARTS & COMMUNICATION

\_\_\_\_ DD Digital Design  
\_\_\_\_ GRA Graphic Imaging Technology  
\_\_\_\_ MT Media Technology

#### BUSINESS & ADMINISTRATIVE SERVICES

\_\_\_\_ LEG Legal Secretary  
\_\_\_\_ MAS Medical Administrative Specialist  
\_\_\_\_ TC The Company

#### CONSTRUCTION TECHNOLOGIES

\_\_\_\_ CON Construction Trades  
\_\_\_\_ ES Energy Systems  
\_\_\_\_ HAC Heating & Air Conditioning

#### EDUCATION & TRAINING

\_\_\_\_ TP Teaching Professions (1 Year)  
(Interview & additional application materials required)

#### ENGINEERING & SCIENCE TECHNOLOGY

\_\_\_\_ ENG Engineering Technology

#### HEALTH SCIENCE

\_\_\_\_ DEN Dental Assisting  
\_\_\_\_ HC Health Careers

#### HOSPITALITY & TOURISM

\_\_\_\_ CA Culinary Arts & Food Services

#### HUMAN SERVICES

\_\_\_\_ CS Cosmetology Full Day Option (INTERVIEW REQUIRED)

#### INFORMATION TECHNOLOGY

\_\_\_\_ CNA Computer Networking Academy  
\_\_\_\_ PSD Programming & Software Development

#### LAW & PUBLIC SAFETY (INTERVIEW REQUIRED)

\_\_\_\_ PHS Public Health & Safety

#### MANUFACTURING TECHNOLOGIES

\_\_\_\_ CAD Computer Aided Design  
\_\_\_\_ MAC Machine Technology

#### MARKETING

\_\_\_\_ MKT Marketing Technology (1 Year)

#### TRANSPORTATION SYSTEMS

\_\_\_\_ AB Auto Body Repair & Refinishing  
\_\_\_\_ AST Auto Service Technology  
\_\_\_\_ PET Power Equipment Technology

I WISH TO ATTEND CVCC FOR THE FOLLOWING REASONS:

\_\_\_\_ Acquire Skills To Get A Job \_\_\_\_ Acquire Skills To Re-Enter The Job Market \_\_\_\_ Acquire Skills To Advance In A Job  
\_\_\_\_ Take Courses For Personal Interest \_\_\_\_ Other \_\_\_\_\_

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**CUYAHOGA VALLEY CAREER CENTER HISTORY:** (PLEASE COMPLETE)

HAVE YOU ATTENDED CVCC PRIOR TO THIS? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, COMPLETE THOSE WHICH APPLY:

I ATTENDED AS A HIGH SCHOOL STUDENT. YEAR \_\_\_\_\_ PROGRAM \_\_\_\_\_

I ATTENDED AS AN ADULT STUDENT. YEAR \_\_\_\_\_ PROGRAM \_\_\_\_\_

I ATTENDED ADULT/EVENING CLASSES. YEAR \_\_\_\_\_ LAST COURSE \_\_\_\_\_

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**EDUCATIONAL BACKGROUND:** (PLEASE COMPLETE)

NAME OF LAST HIGH SCHOOL ATTENDED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE LAST ATTENDED: \_\_\_\_\_ ARE YOU A HIGH SCHOOL GRADUATE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, WHAT WOULD HAVE BEEN THE YEAR OF YOUR CLASS GRADUATION? \_\_\_\_\_

HAVE YOU COMPLETED A GED? YES \_\_\_\_\_ NO \_\_\_\_\_ YEAR COMPLETED \_\_\_\_\_ (PLEASE ATTACH COPY)

PLEASE DESCRIBE ALL OTHER COURSES AND TRAINING YOU HAVE HAD SINCE LEAVING HIGH SCHOOL.

BE AS SPECIFIC AS POSSIBLE. \_\_\_\_\_

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**EMPLOYMENT HISTORY:** (LAST OR PRESENT EMPLOYER)

\_\_\_\_\_  
*Company Name* *Address* *Telephone*

\_\_\_\_\_  
*Position/Title* *Type of Business* *Employed From:* *To:*

\_\_\_\_\_  
*Description of Duties:*

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?** YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

**TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ABOVE IS CORRECT AND COMPLETE. I UNDERSTAND THAT FALSE INFORMATION IN THIS APPLICATION IS CAUSE FOR DISMISSAL FROM THE PROGRAM.**

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, sex, marital status, ancestry, religion, age, disability, genetic information, and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), and Section 504 (disability) should be directed to the Compliance Officer at 440-526-5200.

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## **ADULT ASSESSMENT FOR APPLICANTS TO DAYTIME HIGH SCHOOL PROGRAMS**

Choosing a career is not always an easy choice because there are over 20,000 different occupations from which to choose. Adult assessment is a guide to assist you in selecting a career based upon your aptitudes and interests. Adult assessment will provide valuable information to assist you in making your career choice.

How are aptitude and interest related to career success? – If you build your career on your potential to learn skills and a liking for a particular type of work, you should be able to perform your work more efficiently and effectively.

While your application for admission to Cuyahoga Valley Career Center is processed, you will need to make appointments to take the Assessment Test and receive the results.

### **ADULT STUDENTS MUST TAKE THE ASSESSMENT TEST**

#### **Test**

**Wednesday, May 25, 2011**

8:00 a.m. – 11:30 a.m.

or

**Thursday, May 26, 2011**

1:00 p.m. – 3:30 p.m.

#### **Results/Interpretation**

**Friday, May 27, 2011**

10:00 a.m. – 10:45 a.m.

or

1:00 p.m. – 1:45 p.m.

#### **Test**

**Thursday, August 18, 2011**

9:00 a.m. – 12:30 p.m.

or

1:00 p.m. – 3:30 p.m.

#### **Results/Interpretation**

**Friday, August 19, 2011**

10:00 a.m. – 10:45 a.m.

or

1:00 p.m. – 1:45 p.m.

When you submit your application to CVCC, please contact the Adult Assessment Coordinator, Mrs. Gloria Harris-Willis, at (440)-746-8204 or the Career Assessment Administrative Assistant, Mrs. Candy Price at (440)-838-8912 to schedule your testing.

***NOTE: We cannot guarantee admission to CVCC at this time, however, you will be notified as soon as our high school enrollment is completed. In some cases final enrollment will not be known until August.***



CUYAHOGA VALLEY  
CAREER CENTER

Adult Day Student Acknowledgement

I \_\_\_\_\_ understand the rights  
PRINT NAME  
and responsibilities pertaining to adult students and agree to support and abide  
by the rules, guidelines, procedures, and policies of the Cuyahoga Valley  
Career Center.

I understand that the following attendance policy applies to adult students:

- Adults who are absent 5 consecutive days without notifying the attendance office may be removed from the program.
- Adults who are absent 5 variable days may be put on an attendance contract with possible withdrawal from the program when the adult has accumulated 10 absences.

I also understand that any infringement of the rules, guidelines, procedures, and or policies of the Cuyahoga Valley Career Center, may result in my immediate dismissal from the adult day school program.

\_\_\_\_\_  
Adult Student Signature

\_\_\_\_\_  
Date

**CUYAHOGA VALLEY CAREER CENTER  
CRIMINAL RECORDS CHECK**

**ADULT STUDENT PROCEDURES  
(DAYTIME PROGRAMS)**

**Cuyahoga Valley Career Center requires a criminal records check of any new adult student who enrolls in a high school program. The background check is not required until the student has actually been accepted into the program to which they applied. The procedures listed below must be followed:**

1. Students are required to have both the Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) criminal background checks.
2. As long as all paperwork has been filed, applicants can be conditionally enrolled, but must sign a waiver. Evidence that the procedure has been initiated must be on file prior to the starting date of class.
3. CVCC will take the fingerprints electronically. Please contact Michele Nakonieczny at (440) 746-8318 to arrange an appointment once you have been notified that you are accepted to a program.
4. The cost of the background checks are as follows:
  - BCI = \$22.00
  - FBI = \$24.00
  - Total = \$46.00
5. Bring the following items:
  - Cash, credit card, or a check made payable to “Cuyahoga Valley Career Center” for the applicable amount listed above.
  - Driver’s License or State ID Card
  - Social Security Number
6. CVCC will submit the fingerprints electronically. Once results are received, the student will be given a copy of the report(s).

**PLEASE NOTE:**

Previous criminal record checks are good for one year. If you have had either one or both of the BCI or FBI checks within the past year, CVCC will accept a copy of the results for your file.

# Photo/Image Release Permission

## CUYAHOGA VALLEY CAREER CENTER

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home School District: \_\_\_\_\_ Grade: \_\_\_\_\_

CVCC Program Enrolled In: \_\_\_\_\_ Section: \_\_\_\_\_

### FOR PUBLICATION, WEB SITE POSTING, ELECTRONIC TRANSMISSION & DIGITAL IMAGE

I authorize the Cuyahoga Valley Career Center (CVCC) Board of Education, its officials, employees, agents, etc., to consider a picture of this student as "directory information" and to utilize, release, and/or publish this student's picture. Use of published photo will be limited to school-related purposes.

Furthermore, I grant permission for CVCC to electronically transmit this student's picture/class work to be used in any or all of the following methods: CVCC's Web site, video-conferencing sessions, CVCC intranet, digital videography projects and/or school-related web cams (identification, if any, would be limited to first name only as per board policy). Use of posting on the Internet will be limited to school-related purposes. (Typical uses include student awards and recognition and participation in student activities.) ***If student is age 18 or over, only the student needs to sign the form, parent does not. If under 18, signatures are needed from BOTH student and parent/legal guardian***

#### **CHECK YES OR NO.**

YES

NO

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

*Image will be used on a perpetual basis.*

## DOCUMENTATION OF *RESIDENCY* IN THE CUYAHOGA VALLEY CAREER CENTER DISTRICT

Students who are residents of, but not enrolled in, one of the eight school districts that make up the Cuyahoga Valley Career Center district\* must supply the following documentation in order for tuition costs to be waived.

1. A Student Affidavit of Residence in District must be completed swearing that the student is residing within the boundaries of Cuyahoga Valley Career Center School District.  
***THIS DOCUMENT MUST BE NOTARIZED.***

2. In addition to this Affidavit, you must submit copies of the following documents:

A. Driver's License OR State of Ohio Identification

### AND

B. One of the following four items showing proof of the student's valid residence.

- Voter Registration
- Utility Bill (water, electric, sewer, gas, or telephone) in the applicant's name
- Bank statement in the applicant's name
- A major credit card statement in the applicant's name

3. If the student cannot produce any of the above documents, they must have the head of household complete and have notarized the Head of Household Affidavit of Residence in District, and that head of household must produce their Driver's License or State of Ohio Identification and one of the list of four items showing proof of valid residency.

The Cuyahoga Valley Career Center reserves the right to question the validity of any document.

**YOU ARE REQUIRED TO PROVIDE THIS DOCUMENTATION ONLY IF YOU ARE SEEKING TUITION-FREE ADMISSION ON RESIDENCY GROUNDS.**

\* The Cuyahoga Valley Career Center is comprised of the following school districts:

- . Brecksville-Broadview Heights
- . Cuyahoga Heights
- . Garfield Heights
- . Independence
- . Nordonia Hills
- . North Royalton
- . Revere
- . Twinsburg

**STUDENT  
AFFIDAVIT OF RESIDENCE IN DISTRICT**

State of Ohio

County of Cuyahoga

Whereas, according to *Kenton Board of Education vs. Day*, (CP 1986), residence is where a person sleeps the majority of the time, where mail is received, where meals are eaten and, if applicable, where one is registered to vote;

Therefore, \_\_\_\_\_ being first duly sworn, states  
*(Applicant/Student)*  
that he/she is residing within the boundaries of the Cuyahoga Valley Career Center school district and has resided within the district since \_\_\_\_\_ and will notify Cuyahoga Valley Career Center  
*(date)*  
if and when residence changes.

\_\_\_\_\_  
Applicant/Student

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
*(date)* *(month)* *(year)*

\_\_\_\_\_  
Notary Public

**HEAD OF HOUSEHOLD  
AFFIDAVIT OF RESIDENCE IN DISTRICT**

State of Ohio

County of Cuyahoga

Whereas, according to *Kenton Board of Education vs. Day*, (CP 1986), residence is where a person sleeps the majority of the time, where mail is received, where meals are eaten and, if applicable, where one is registered to vote;

Therefore, \_\_\_\_\_ being first duly sworn, states  
*(Head of Household)*

that \_\_\_\_\_ is residing with him/her, within the boundaries of the  
*(Applicant/Student)*

Cuyahoga Valley Career Center school district and has resided with him/her since \_\_\_\_\_ and  
*(date)*  
will notify Cuyahoga Valley Career Center if and when residence changes.

\_\_\_\_\_  
Head of Household

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
*(date)* *(month)* *(year)*

\_\_\_\_\_  
Notary Public

## **DOCUMENTATION OF *EMPLOYMENT* IN THE CUYAHOGA VALLEY CAREER CENTER DISTRICT**

Under certain conditions, adult students who are employed by business, industry or government entities located within the Cuyahoga Valley Career Center district may qualify to have Career Center tuition waived. To qualify, you must be employed by an entity located within the district and enrollment in the Career Center must be necessary for you to maintain or advance in your current position.

If you wish to try to qualify on these grounds, the following documentation must be supplied with your application.

1. A copy of a paycheck in your name from your place of employment.
2. A letter on company letterhead, signed by your employer, certifying the following:
  - a. The employer is located in the Cuyahoga Valley Career Center district.\*
  - b. You are an employee of the company.
  - c. Enrollment in the specified Career Center program is necessary for you to maintain and/or advance in your current position.

**YOU ARE REQUIRED TO PROVIDE THIS DOCUMENTATION ONLY IF YOU ARE SEEKING TUITION-FREE ADMISSION ON EMPLOYMENT GROUNDS.**

\* The Cuyahoga Valley Career Center district consists of the following school districts:

- . Brecksville-Broadview Heights
- . Cuyahoga Heights
- . Garfield Heights
- . Independence
- . Nordonia Hills
- . North Royalton
- . Revere
- . Twinsburg