



## DUAL CREDIT/ TRANSITION PROGRAM APPLICATION PROCESS AND FORMS FOR TRADES PROGRAMS

Dual Credit/Transition programs, which include study in NIC's Trades programs, are available for secondary school students. This package contains information about the process that you will need to follow, activities that you will need to undertake, and the forms that you are required to complete if you would like to engage in dual credit courses or programs with North Island College.

NIC reserves limited number of seats for Dual Credit students wishing to enroll in many of our Trades programs. In order to be considered for one of these seats, it is imperative the timelines below are followed. Applications after these timelines will continue to be accepted and will follow NIC's Admission Policy (first qualified, first invited based on space available).

### REQUIRED APPLICATION STEPS

All students interested in Dual Credit are required to complete the following three steps:

#### 1. Undertake Career Preparation and Education Planning with your high school

- Prior to beginning your timetabling process for Grade 12 in the spring, meet with your Career/High School Counsellor to identify careers of personal interest and prepare documentation to support your intended career direction. Discuss whether Youth Train in Trades\*/Dual Credit programs at NIC meet these goals.
- Visit the North Island College website for detailed program information: [www.nic.bc.ca](http://www.nic.bc.ca)
- Questions may be directed to your Career /High School Counsellor or to NIC's Educational Advisors (call 1-800-715-0914 to book an appointment).
- Complete the Dual Credit Student Education/Transition Plan with your Career /High School Counsellor (included with this admission package).
- Make arrangements to meet with NIC program instructor to learn more about the program and suitability. Have the instructor sign the instructor signature form (included with this admission package).
- Each NIC program has specific entrance prerequisites that must be met prior to entry into the program. These are listed in the NIC calendar on the web page for each program at [www.nic.bc.ca](http://www.nic.bc.ca). Enroll in courses at your high school that will best prepare you for your chosen career path and which will meet the post-secondary program prerequisites that you will require for admission to North Island College.
- If you want to use NIC course credits for your high school graduation certificate, please be aware that you are responsible for confirming with your Career /High School Counsellor that your program/courses are acceptable to your high school for graduation credit.
- If you are a student with disabilities, applications will need to be considered at least one (1) month in advance of the intended program start date (see information included in the application package for students with disabilities on how to receive support).

## 2. Apply to North Island College

In order to be considered for reserved seating, dual credit applications must be received on or before **May 31<sup>st</sup> (September programs) or on or before Oct. 15<sup>th</sup> (January/February & July programs)**. Qualified applications may still be considered after deadlines depending on seat availability.

A) To apply for an NIC program as an Youth Train in Trades/Dual Credit student, the following forms need to be returned to NIC Admissions by your Career/High School Counsellor (complete all forms included in this admission package in ink and keep a copy for your records):

NIC Dual Credit Application Form

Applicant's Statement of Readiness

Parent/Guardian Statement

District Career Education Facilitator Form

School District Sponsorship Agreement

Freedom of Information Release

Official Secondary School Transcripts (obtain interim or final from your High school and submit with application forms)

The following forms need to be returned to your Career/High School Counsellor, but are not required to be submitted to NIC:

Dual Credit Student Education Transition Form

NIC Instructor Signature Page

B) The following programs require the completion of an Assessment:

- Electrical Foundation
- Metal Fabrication Foundation
- Plumbing & Piping Foundation
- Professional Cook (Culinary Arts)
- Welding Foundation

Assessments can be booked by calling NIC directly 1-800-715-0914. Assessment fees must be paid in advance of testing time (\$20) at Student Services, unless the School District has agreed to sponsor (sponsorship form included with this package).

Alternative Math and English placement assessments in lieu of specific course prerequisites for admission purposes are intended for students no longer attending high school. Youth Train in Trades/Dual Credit students may only use placement assessment for admission purposes with the recommendation of the Career/High School counsellor.

## 3. Next steps

Submit your completed application to your Career/High School Counsellor to review and to forward to NIC Admissions for processing. . Both the applicant and the Career/High School Counsellor will be notified directly of the outcome and information on next steps.



## **STUDENTS WITH DISABILITIES - additional application steps**

Applicants who may require accommodations and supports must notify NIC Department of Accessible Learning Services (DALs) at least one month before the start of their program *in order to arrange appropriate accommodations*. For more information, or to book a meeting go to <https://www.nic.bc.ca/student-services/accessible-learning-services/> or call 1-800-715-0914 (switchboard). Please note that additional time maybe required for some accommodations (i.e., ASL interpreting).

1. At an initial meeting with the prospective student, the role of DALs will be explained and signed consents for release and exchange of information will be completed. These consents may be for School District staff, medical professionals or other agencies that may have completed assessments or consultations with the student. Students are encouraged to bring their IEP or other relevant documentation to this meeting.
2. DALs (with the support of the School District (SD)) will gather disability-related documentation or other sources as needed and forward it to the DALs department. This information is required to assess the support needs of each student with disabilities attending NIC.
3. DALs Faculty will review the documentation, will meet with the prospective student and instructor (if necessary) to discuss possible technical or classroom/practical requirements for the trade or career they are pursuing, e.g. determine the hearing requirements for Nursing, physical demands for plumbing, etc.
4. DALs will then develop an Accommodation (Support) Plan
5. DALs will determine the required accommodations and will then consult with SD personnel on a case by case basis regarding who best can provide the disability supports that are required.
6. DALs will arrange a further meeting with the prospective student to discuss accommodations and support services that they are eligible to receive through the School District and NIC. School District staff will be invited to this meeting (if required).
7. If accepted into a program, an accommodation letter will be sent to the prospective student and program instructor.



**APPLICANT'S STATEMENT OF READINESS**

Student Name:

Date:

Describe why you have chosen this career area.

Describe how your work experience or school activities have prepared you for this program.

Describe what you will do to be successful in this program.



**PARENT/GUARDIAN STATEMENT**

(to be completed by the Applicant's Parent or Guardian)

The applicant has indicated an interest in studying at North Island College. Keeping in mind that they would be studying in an adult learning environment, in which they are expected to be self-motivated and self-directed and not reliant on others to assist in the organization of their learning activities, we ask you to answer the following questions:

Please tell us about the applicant's ability and comfort level in communicating with adults.

Please tell us about the applicant's ability to be an independent and self-directed learner.

Your signature indicates your support for this applicant to take the identified program or course at NIC and your responsibility to support this student in their studies.

Parent/Guardian Signature

Date

Student Name



**This form should be completed by the Applicant and the Career/High School Counsellor. This form is required by your School District for funding purposes and does not need to be returned to North Island College as part of the Admission process.**

Develop your education plan including the courses required for entry into the program and the dual credit courses you will receive while attending North Island College or other post-secondary institutions.

1. Ensure you have included and considered your graduation requirements in your Transition Plan.
2. You may need to modify your timeline to achieve your graduation requirements and to participate in the program.
3. Complete the 3 Year Education/Transition plan in full, beginning with your Grade 10 courses.
4. Timetable changes should be made with the approval of your District Career Coordinator/High School Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Name:

High School:

Dual Credit Program:

Date:

Students are required to complete a minimum of 80 credits (equivalent to 20 four-credit courses) in Grades 10-12 for graduation. Most students choose to complete more than 80 credits.						
1. Required Courses – 52 credits in courses listed below:						
<b>COURSE</b>		<b>CREDITS</b>		<b>COURSE</b>		<b>CREDITS</b>
Language Arts 10		4		Language Arts 11		4
Fine Arts or Applied Skills 10, 11, 12		4		Social Studies 11, Civics		4
Science 10		4		Mathematics 11 or 12		4
Mathematics 10		4		Science 11 or 12		4
Physical Education		4		Language Arts 12		4
Planning 10		4		* Graduation Transitions		4
Social Studies 10		4				
Note: Graduation = Minimum 4 Grade 12 level courses + * Graduation Transitions 12.						
2. <b>Elective Courses</b> – 28 credits Students can choose to complete elective requirements through the North Island Partnership – Dual Credit Programs/Courses (PSIB Credits) and/or Secondary School						
<b>YEAR</b>		<b>YEAR</b>		<b>YEAR</b>		<b>YEAR</b>
Gr 10 Sem 1	Gr 10 Sem 2	Gr 11 Sem 1	Gr 11 Sem 2	Gr 12 Sem 1	Gr 12 Sem 2	Post-Sec (PSIB)
Total credits		Total credits		Total credits		Total credits
Total credits predicted (Required + Elective) =				Predicted Graduation Date:		

Student Signature

Parent/Guardian Signature

Teacher/Counsellor Signature



**This form should be completed and returned to your Career/High School Counsellor. It does not form part of your application to North Island College.**

Student Name

District

**NIC PROGRAM INSTRUCTOR or TRADES ADMINISTRATOR**

(Department Chair signature can be obtained if the Instructor is not available; it is the student's responsibility to take this form to the instructor)

Instructor Name

Title

I have met with the applicant and discussed the following:

- a. Program and course content
- b. Level of skill necessary for successful program completion
- c. Expectations of an adult learning environment

I believe the applicant shows readiness for this opportunity. I support this application to NIC. I understand that the applicant must also meet the Program Admission Requirements and that my signature does not indicate an offer of Admission.

Instructor Signature

Date