Central Okanagan Public Schools
Together We Learn

DUAL CREDIT APPLICATION

CAREER PROGRAMS

DUAL CREDIT

Complete this package with your school Career Coordinator or Counsellor. This application covers career programs including Health and Social Development, Computer Information Systems Administration (CISA), Video Game Prototyping, and Okanagan College academic courses.

Program Information

Student Name _____ **School** _____

Current Grade _____

Intended Start _____

Month / semester and year (confirm intake availability with your Career Coordinator)

Please check the program or course you are applying for:

☐	Computer Information Systems Administration (CISA)	January
☐	Dental Office Administrative Assistant	September or January
☐	Early Childhood Education	September
☐	Education Assistant	September
☐	Health Care Assistant	September or March
☐	Medical Office Assistant	September or January
☐	Nursing Unit Assistant	September
☐	Okanagan College Academic Courses Course: _____	September or January
☐	Video Game Prototyping Micro-credential	February

Application Checklist

- ☐ Student & Family Information
- ☐ Career Interest & Program Understanding
- ☐ School-Based Student Readiness Information (related-subject teacher for CISA)
- ☐ Graduation & Transition Plan, signed by all three parties
- ☐ Attendance record and student DVR / transcript (provided by school)
- ☐ Program Shadow / Student for a Day documents - CISA program only
- ☐ IEP, Learning Plan or other support plan, if applicable

Return the completed package to your school's Career Centre. Incomplete applications may delay registration.

STUDENT & FAMILY INFORMATION

Application information and optional context

Student Name _____ **Date of Birth** _____

First, Last Name (Print Clearly)

Address _____ **City / Postal Code** _____

Home Phone _____ **Student Cell** _____

Student Email Address _____

Not SD23 school email. No parent email. (Use Gmail, Hotmail, iCloud, etc.)

Parent/Guardian Name _____ **Parent Email** _____

Emergency Contact Name _____ **Emergency Contact Phone** _____

Citizenship / Registration Information

Canadian Citizen ☐ Yes ☐ No **Permanent Resident** ☐ Yes ☐ No

Social Insurance Number (SIN) _____

Voluntary Equity & Access Information

This section is optional. Students may share information they would like the District Dual Credit Selection Team to consider when applications exceed available seats. Information is used only to provide context and support equitable access. Students may choose not to answer.

- ☐ I self-identify as First Nations, Métis or Inuit.
- ☐ I would be the first generation in my immediate family to pursue post-secondary education.
- ☐ I am applying to a career area in which people of my gender are significantly underrepresented.
- ☐ I have experienced barriers that have limited my access to career exploration, employment, transportation, extracurricular activities or other pathway-building opportunities.
- ☐ There is other context I would like the selection team to understand.

Optional context: Please share anything you believe would help the selection team understand your educational journey, responsibilities, experiences, barriers or recent growth.

_____

_____

_____

Learning Supports

Are you currently supported by an IEP, Learning Plan, Behaviour Support Plan, accessibility accommodation or another learning support? ☐ No ☐ Yes

This information is collected for transition and support planning. It is not used as a negative selection factor.

I/We certify that the information provided in this application is true and complete to the best of our knowledge. If selected, I/We authorize the District Dual Credit Office to communicate with the applicable post-secondary institution and relevant school staff for educational, registration and transition-planning purposes.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

PROGRAM REQUIREMENTS & ACKNOWLEDGEMENTS

Review with your Career Coordinator / Counsellor before submitting

Getting Started

Meet with your school Career Coordinator / Counsellor to review your choice, entrance prerequisites, timetable and graduation plan. Students must be prepared to attend all classes and complete all coursework in an adult learning environment.

Post-secondary coursework becomes part of your permanent post-secondary record. If you cannot complete a course or program, follow the institution's withdrawal deadlines and policy to understand any academic or financial consequences.

Requirements by Program

Before submitting your application, review the program summaries on the Central Okanagan Public Schools Dual Credit Programs website. Select the summary for your chosen program and review its entrance requirements, prerequisites and any additional application requirements with your school Career Coordinator or Counsellor.

Applications & Program Summaries
https://dualcredit23.sd23.bc.ca/programs-applications

Tuition and Other Costs

School District 23 pays tuition only. Students are responsible for books, supplies and ancillary fees. Fees may change. Confirm costs for your chosen program before accepting a seat.

How Student Selection Works

Step 1 - Eligibility: The student submits a complete application package and meets the basic requirements for the Dual Credit program. A complete application includes the items listed in the Application Checklist on page 1. The student must also meet any program-specific entrance requirements, provide proof of Canadian citizenship or permanent residency, and have a Graduation & Transition Plan showing they can meet all BC graduation requirements and graduate when they complete the Dual Credit program.

Step 2 - Required Program Shadow / Student for a Day: Before applying, CISA applicants must complete the required Program Shadow / Student for a Day experience and the section at the **bottom of page 4.** This helps students understand the learning environment, program expectations and whether the pathway is a good fit.

Step 3 - Selection When Demand Exceeds Seats: If there are more qualified applicants than available seats, completed applications are reviewed using one common district selection framework. Reviewers consider demonstrated interest and career connection, program and post-secondary readiness, relevant academic and technical preparation, equity and access, and graduation/transition planning.

No single factor determines selection. Grades, attendance, school-based information, relevant courses, and career exploration experiences are considered in context. Participation in additional career exploration activities may provide helpful evidence of a student's interest and preparation, but completing a greater number of activities does not by itself determine selection.

CAREER INTEREST & PROGRAM UNDERSTANDING

Student reflection | Complete in your own words

Tell us about your interests and goals. Writing style and polish are not being assessed. Specific examples from school, work, volunteering, hobbies or personal projects are helpful.

1. Why are you applying, and what do you hope to learn or accomplish?

2. How does this program or course connect to your plans after high school?

3. What interests, experiences or skills will help you succeed in this area?

4. What do you understand about the coursework, learning environment and expectations?

5. What is your plan for transportation, attendance and managing your other commitments?

Program Shadow / Student for a Day

CISA applicants only: Complete this section and attach the required shadow documents. Review your program summary for any additional requirements.

Program / Experience _____ **Date** _____

What did you learn about the program, its expectations and whether it is a good fit for you?

SCHOOL-BASED STUDENT READINESS INFORMATION

Contextual information - not a recommendation or school ranking

To be completed by a teacher, Career Coordinator, Counsellor or other school staff member who knows the student well. This form provides contextual information to the District Dual Credit Office. You are **not** being asked to recommend, rank or select the student.

CISA applicants: Have a teacher in a related subject complete this form.

Student _____ **Staff Member** _____

School _____ **Role / Course** _____

Area	Strong Evidence	Evidence	Developing	Limited / Unknown
Attendance / punctuality	☐	☐	☐	☐
Reliability / follow-through	☐	☐	☐	☐
Ability to work independently	☐	☐	☐	☐
Ability to receive feedback / direction	☐	☐	☐	☐
Work habits / task completion	☐	☐	☐	☐
Communication / help-seeking	☐	☐	☐	☐
Initiative / motivation	☐	☐	☐	☐
Relevant subject / program skills (if known)	☐	☐	☐	☐
Recent growth / improvement (if known)	☐	☐	☐	☐

Additional context or strengths that may help the district understand this student's readiness:

_____

_____

_____

_____

_____

_____

School Staff Member Signature _____ **Date** _____

TRANSITION PLAN

Date:_____

Last Name: _____ **First Name:** _____

Make an appointment with your Career Coordinator or Counsellor to develop an Education - Transition Plan.

1. Courses selected must meet the current graduation requirements. You may need to modify your timeline to achieve this. (**Students must graduate when they complete their Dual Credit program**.)
2. Attach DVR

REQUIRED COURSES *(52 credits)*				**ELECTIVE COURSES** *(28 credits)*	
Course	**Credits**	**Course**	**Credits**	**Students can choose to complete elective courses through a Dual Credit Program. Select one below**	
English 10	4	English 11	4	**Transition Pathway**	
Fine Arts 10	4	Social Studies 11,	4	☐ Business	☐ Health
Science 10	4	Science 11 or 12	4	☐ Technology	☐ Science
Math 10	4	Math 11 or 12	4	☐ Communications	☐ Trades
Social Studies 10	4	English 12	4	☐ Other	
PE 10	4	Career Life Connections 12	4	**Specify Pathway:**	
Career Life Education 10	4	Indigenous Credit	4		

Grade 11		**Grade 12**		**POST-SECONDARY**
Sem 1	*Sem 2*	*Sem 1*	*Sem 2*	*(Transition Program/Course(s)*
Total Credits:		**Total Credits:**		**Total Credits:**
		Predicted Graduation Date		

_____ _____

Student Signature **Parent/Guardian Signature**

_____

Career Coordinator/Counsellor Signature