Central Okanagan Public Schools
Together We Learn

DUAL CREDIT APPLICATION
TRADES PROGRAMS

DUAL CREDIT

Complete this package with support from your school Career Coordinator or Counsellor. The application is designed to help students understand the program, confirm a workable graduation and transition plan, and provide the District Dual Credit Office with consistent information for selection when applications exceed available seats.

Program Information

Student Name _____ **School** _____

Current Grade _____ **Program Start Date** _____

Please check the program you are applying for:

☐ Aircraft Maintenance Engineer - Structures	☐ Aircraft Maintenance Engineer - "M" Mechanic
☐ Auto Collision Repair / Refinish Technician	☐ Auto Service Technician
☐ Carpenter Joiner	☐ Carpentry Foundation
☐ Culinary Arts	☐ Electrical Foundation
☐ Hairdressing ☐ Right-handed ☐ Left-handed	☐ Heavy Equipment Operator
☐ Heavy Mechanical Trades	☐ Pastry Arts
☐ Plumbing & Piping	☐ Refrigeration & A/C Mechanic
☐ Welding	

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 above. 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 - Optional Program Shadow / Student for a Day: Students may choose to participate in a Program Shadow / Student for a Day experience for the program they are considering. This optional experience can help 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, related trades 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.

Application Checklist

- ☐ Student and Family Information Form
- ☐ Proof of Canadian citizenship or permanent residency
- ☐ SkilledTradesBC Youth Train in Trades Registration Form
- ☐ Career Interest & Program Understanding
- ☐ Program Shadow / Student for a Day Experience & Reflection (Optional)
- ☐ School-Based Student Readiness Information
- ☐ Graduation & Transition Plan signed by student, parent/guardian and Career Coordinator/Counsellor
- ☐ Attendance record (provided by school)
- ☐ Student DVR / transcript (provided by school)

Central Okanagan Public Schools
Together We Learn

STUDENT & FAMILY INFORMATION

Application information and optional context

DUAL CREDIT

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** _____

SKILLEDTRADES BC

SkilledTradesBC Customer Service 800 - 8100 Granville Ave.
Richmond, BC V6Y 3T6 Tel: 778-328-8700
Toll Free: 1-866-660-6011

YOUTH TRAIN IN TRADES REGISTRATION FORM

Please complete and return this form to your district career coordinator. All *mandatory fields must be completed.

A. STUDENT INFORMATION

*Legal First Name:	Legal Middle Name (s):	*Legal Last Name:
*Date of Birth (MM/DD/YYYY):	*Gender: ☐ Man ☐ Woman ☐ Non-Binary ☐ Prefer not to answer	Personal Education Number (PEN):
*Suite Number:	*Mailing Address:	
*City:	*Province:	*Postal Code:
*Primary Phone Number: ( )	Secondary Phone Number: ( )	*Email Address:
Do you agree to receiving updates via SMS to your primary phone number? ☐ Yes ☐ No		
*Do you self-identify as an Indigenous person? ☐ Yes ☐ No ☐ Prefer not to answer		

B. PARENT/GUARDIAN'S INFORMATION

I, _____

(print surname followed by given names of parent/guardian)

of _____

(street address) (city, town) (postal code)

Declare that:

1. I am the ☐ custodial parent ☐ legal guardian of the minor named above; and,

2. I authorize the school to release the information outlined in Sections A & B to SkilledTradesBC for the purpose of registering the student with SkilledTradesBC in a Youth Trade program; and to use the registration information for statistical data.

3. I understand that I can only withdraw this consent by written request addressed to the school.

Student's Signature:	Date (MM/DD/YYYY)
Parent/Guardian's Signature:	Date (MM/DD/YYYY)
SD/Independent Board Authority Contact's Signature	Date (MM/DD/YYYY)

C. PROGRAM INFORMATION (TO BE COMPLETED BY SCHOOL DISTRICT OR INDEPENDENT BOARD AUTHORITY)

Program Type (Select one): ☐ Level 1 ☐ Foundation	TRAIN Intake (MM/YYYY):	Program Start Date (MM/DD/YYYY):	Program End Date (MM/DD/YYYY):
*Trade Name:			

CAREER INTEREST & PROGRAM UNDERSTANDING

Student reflection - complete in your own words

These questions help the District Dual Credit Selection Team understand your interest in the program, what you know about the career area, and how the opportunity connects to your goals. Writing style and polish are not being assessed. Thoughtful, specific responses are most helpful.

1. Why are you applying for this particular dual credit program?

2. What interests you most about this occupation or career area?

3. How does this program connect to what you hope to do after high school?

4. What do you understand about the day-to-day duties, working conditions and safety expectations in this occupation?

5. What do you understand about the training or apprenticeship pathway after completing this program?

6. What career exploration have you completed? Check all that apply.

☐ Job shadow / Work Experience	☐ Trades Sampler Programs
☐ Student for a Day (Optional)	☐ Jill of All Trades
☐ Try a Trade	☐ Trades Camp
☐ Paid employment	☐ Volunteer experience
☐ Related high school trades / technical course	☐ Workplace tour
☐ Conversation with employer / tradesperson	☐ Independent research
☐ Related hobby or project	☐ Another verified form of trade exploration

7. What did these experiences or activities teach you about whether this career 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.

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 technical 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