



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. 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.

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 **\$47.25**. 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 Admissions Counselor (440-746-8286) to schedule a career assessment test prior to admission. 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 complete and return the following:

- **Signed application form and application fee (\$25 made payable to CVCC)**
- **Signed acknowledgement form**
- **Notarized residency/employment affidavit and documentation (if applicable)**
- **Signed photo release form**

**Submit the above items to: Cuyahoga Valley Career Center
8001 Brecksville Rd.
Brecksville, OH 44141
Attn: Ms. Kelli Casini, Admissions Counselor**

If you have any questions about the admission process, contact the Admissions Counselor, Ms. Kelli Casini at 440-746-8286 (kcasini@cvccworks.edu), or the Admissions Administrative Assistant, Ms. Lea Bacci at 440-746-8216 (lbacci@cvccworks.edu).

Sincerely,

Michael W. Hall
Principal



ADULT APPLICATION FOR ADMISSION

Phone Contact Information

Provide the phone number that 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 _____
- Paperwork Complete & Signed _____
- Proof of Residency Notarized _____
- Copy of ID _____
- BCI & FBI Prints _____
- \$25 Application Fee _____

Wait Listed for _____

Initial Enrollment _____ Date _____

COMPLETED APPLICATION PACKET, INCLUDING THE \$25 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
 MA Media Arts

BUSINESS & ADMINISTRATIVE SERVICES

- MAS Medical Administrative Specialist

CONSTRUCTION TECHNOLOGIES

- CON Construction Trades
 ES Electrical Systems
 HAC Heating & Air Conditioning

EDUCATION & TRAINING

- EP Education Professions
 (Interview & additional application materials required)

ENGINEERING & SCIENCE TECHNOLOGY

- AMD Architectural & Mechanical Design
 ENG Engineering Technology

HEALTH SCIENCE

- DEN Dental Assisting
 HC Health Careers
 SMES Sports Medicine Exercise Science

HOSPITALITY & TOURISM

- CA Culinary Arts & Food Services

HUMAN SERVICES

- CS Cosmetology (INTERVIEW REQUIRED)

INFORMATION TECHNOLOGY

- CNA Computer Networking Academy
 PSD Programming & Software Development

LAW & PUBLIC SAFETY (INTERVIEW REQUIRED)

- FEMS Fire & EMS Academy

MANUFACTURING TECHNOLOGIES

- MAC Machine Technology

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 _____

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 _____

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. _____

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** _____

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.



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 Sandra Leech at (440) 746-8202 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 = \$25.25
 - Total = \$47.25
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
 - National Web Check Waiver, If under 18, (see attached form)
6. CVCC will submit the fingerprints electronically. Once results are received, the student will be given a copy of the report(s).

PLEASE NOTE:

If you are under 18 when you have the background check completed, you **must** bring the National WebCheck Waiver **signed by a parent/guardian** with you. Fingerprints will not be submitted without the signed waiver-no exceptions.

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.

National WebCheck Waiver

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck agency (5XX730- Cuyahoga Valley Career Center) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) to conduct a criminal records check for information relating to me.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

Juvenile Applicant name (print)

Parent/Guardian name (print)

Parent/Guardian signature

Date

Photo/Image Release Permission

CUYAHOGA VALLEY CAREER CENTER

Student's Name: _____ Date of Birth: _____

Home Address: _____

Telephone Number: _____

Home School District: _____ AM or PM: _____

CVCC Program Enrolled In: _____

Teacher: _____

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: website, video-conferencing sessions, CVCC intranet, digital videography projects and/or school-related web cams. 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.***

YOU MUST CHECK YES OR NO.

STUDENTS: If you don't SIGN YOUR NAME, it's an automatic "YES."

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
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- . Nordonia Hills
- . North Royalton
- . Revere
- . Twinsburg