Youth Train in Trades Application Package

The CNC Youth Train in Trades Program (YTT) allows students to complete their first year of technical trades training and earn credit towards their high school graduation. This package will guide you and your parent/guardian through the steps needed to apply and begin your exciting journey into industry training.

☐ Complete the YTT Application Package. This includes the following forms:

- Application for Admission
- Parent / Guardian Checklist
- Personal Information Collection Notice and Acknowledgment
- Freedom of Information Release
- School Staff Approval Form

☐ Work with your school staff to select a program that fits your schedule and aligns with your goals.

☐ Have your school staff / school counsellor submit the completed and signed application package to regoffice@cnc.bc.ca

Please ensure applications are filled out completely before submitting. Incomplete applications will be returned to school staff /counsellors for review.

*Note: Successful completion of your CNC program does not guarantee admission to future levels. If you wish to continue your studies at CNC after graduation, you must submit a new application and meet all admission requirements at that time.

College of New Caledonia
CNC

Application for Admission

PEN *(Personal Education Number)*	CNC Student Number (if known)

RESIDENCY

☐ Canadian Citizen ☐ Permanent Resident (*Proof of immigration status required)* ☐ International Student

PERSONAL INFORMATION

Legal Last Name	Legal First Name	Middle Name(s)
Maiden/Former Last Name(s)	Preferred Name	Date of Birth (YYYY/MM/DD)

Gender Identity ☐ Man ☐ Woman ☐ Non-Binary ☐ Prefer not to answer/unknown	Primary Language	Phone

Email
Address

City	Province	Postal Code	Country

Do you identify as an Aboriginal/Indigenous Person? ☐ Yes ☐ No	Aboriginal/Indigenous Identity: *(Including Non-Status)* ☐ First Nations ☐ Métis ☐ Inuit

EMERGENCY CONTACT

Last Name	First Name	Phone Number	Relationship

EDUCATION

Current High School	*Grade*

PROGRAM SELECTION

Preferred Program	Start Date (Ex. February 2025)

ADDITIONAL RESOURCES

If you require additional learning support, such as academic accommodations or adaptive technology, please contact Accessibility Services at least four months prior to the start date of the semester. **Call 1 250-561-5837 or email** access@cnc.bc.ca

COLLECTION, USE, AND DISCLOSURE OF STUDENT INFORMATION

The information on this form is collected under section 19 of the College and Institute Act and section 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act for the purpose of determining admission, registration, research, statistical analysis, locker and U-Pass administration, student health plan, and the ongoing administration of the student experience. The Freedom of Information and Protection of Privacy Act specifically limits how your information may be accessed, used, or disclosed. If you have any questions about the collection and use of the personal information you provide on this form, contact the Office of the Registrar at 250-561-5800 or regoffice@cnc.bc.ca.

DECLARATION

I acknowledge and agree that the information I have submitted in this application for admission is accurate and complete and that no information has been withheld to the best of my knowledge. Submission of this application permits the college to request and/or confirm any information necessary to support my application for admission. I understand that any omission or misrepresentation of information may result in the cancellation of my admission or registration status and that falsifying documents or information may result in immediate removal from the College of New Caledonia.

I understand that submission of this application in no way guarantees admission to a program or course and that admission is subject to meeting program and course prerequisites and space availability. In addition, I understand that no decision on my eligibility for admission will be made until the application fee, and all required documents have been submitted.

I agree to follow the rules, regulations, and policies of the College of New Caledonia as published in the Calendar and website, and those of the Department and program I applied to, and any changes that may be made while I am a student at the College of New Caledonia.

☐ **International Students:**

I understand that, as an international student, I may enroll in the YTT program as an *ordinarily resident,* as determined by the school. I further acknowledge that if I am accepted into any future program at CNC as an international student, I may be subject to all applicable international admissions requirements, tuition fees, and related conditions.

SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

Parent/Guardian Signature only required if applicant is 17 years of age or younger on the first day of school.

Parent/Guardian Checklist

- ☐ I support my child's participation in the Youth Train in Trades program indicated in this application package.
- ☐ I am aware that we are responsible for arranging transportation to and from the program.
- ☐ I am aware that depending on the chosen program, we may be responsible for the costs of college fees, materials, books and equipment.
- ☐ I believe that my child demonstrates a level of maturity suitable for a college/university setting and curriculum.
- ☐ I understand that these programs are offered in a post-secondary setting and that my child may be enrolled in courses alongside adult learners.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

Personal Information Collection Notice and Acknowledgment

(to be completed by the student)

Applicant Name: _____ Birth Date: _____

The College of New Caledonia collects and manages personal information under British Columbia's Freedom of Information and Protection of Privacy Act as necessary gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of support services for students in the CNC community. Personal information collected during application, and throughout a student's studies is also used for the purposes of reporting, quality assurance and improvement of our programs and services, research, and any other legally required or authorized use and attending a public post-secondary institution in the Province of British Columbia. Information provided to the College by students, and any other information placed into the student record, will be protected, and used in compliance with the BC Freedom of Information and Protection of Privacy Act. Personal information that directly identifies students is only released when necessary to complete the above activities.

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of CNC and Westside Academy. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence by CNC and /or Westside Academy for research and planning.

Certain student information is provided on a confidential basis to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies respect the absolute confidentiality of student information.

As the program is a collaborative program between CNC and Westside Academy, I authorize /acknowledge the institutions will share information concerning my application, admission, registration, academic standing, and grades as needed.

Questions about the collection and use of this information should be directed to:

Sarah Homfeld - Principal
Westside Academy, 3791 Hwy 16 W
Prince George, BC, V2N 5P8
250-964-9600
sarah.homfeld@westsideacademy.ca

Office of the Registrar,
College of New Caledonia
3330 - 22nd Ave, Prince George, BC, V2N1P8
regoffice@cnc.bc.ca

Applicant Signature: _____ Date: _____

Name of Parent/Guardian: _____

Parent/Guardian Email: _____

Parent/Guardian Phone Number: _____

Freedom of Information Release (to be completed by Applicant)

College of New Caledonia is governed by the Freedom of Information and Privacy Act (FIPPA) and, as such, cannot discuss student progress and attendance with a parent/guardian without the permission of the applicant/student. Your signature below provides permission to your parent/guardian to access your student record information.

I give permission to share information about my student record, including grades, attendance, and performance, with my parent/guardian.

_____ _____

Applicant / Student Name (print) Birthdate

_____ has my permission to access my student records, registration and any personal information necessary for, or pertaining to, my application and enrolment at College of New Caledonia.

Parent/ Guardian Name (print)

This permission is in effect for the duration of my Dual Credit studies at the College of New Caledonia.

Student Authorization:

I hereby give authorization as identified above:

Student Signature: _____ Date: _____

School Staff Approval

As part of the Youth Train in Trades application process, we want to ensure that the student is set up for success and fully supported in their journey. Please share your assessment of the student's readiness, including whether the student has a clear understanding of expectations in a post-secondary setting, student responsibilities and commitments required to succeed.

- **I have reviewed the student's record and have determined they meet requirements for both their first and second choice programs.**

☐ Yes, the student meets requirements
☐ No, the student is not eligible at this time

- **Do you believe this student has shown academic readiness and maturity to study in an adult environment and will be successful in their courses at CNC? Do not provide any personal information about the applicant that is not necessary to answer the question.**

☐ The student has demonstrated readiness for this opportunity, and I fully support their application.
☐ No, I do not recommend the student at this time.

Optional – Please share any additional thoughts about this applicant and their suitability in the space below:

Authorized School Staff Name: _____

Authorized School Staff Signature: _____

Date: _____

Westside confirms the following costs will be paid by their school (check all that apply):

☐ Tuition
☐ Student Fees

Principal Signature: _____

Date: _____

Next steps once you've applied:

☐ **Check your email regularly!**
- We will send you important updates about your application, acceptance and registration to your email.
- Be sure to check your junk/spam folder.

☐ **Stay in touch with your school staff**
- Keep your school informed. Let them know:
  - If you've been accepted
  - Your CNC course schedule
  - If you need to change anything in your application.

☐ **Set up your myCNC account**
- This is your go-to spot for everything CNC!
- Once you are accepted, you will receive a separate email from IT to set up your username and password.
- Use this information to log into your myCNC account.
- Download the app- so you're always in the loop

Keys to Success at CNC

- **Attendance Matters!**
  While enrolled at CNC, it is the expectation that you will attend every class to successfully meet course competencies.
  - Make sure you have transportation to and from CNC.
  - Notify your CNC instructor via email if you will be late and/or absent.

- **CNC Community Values**
  At CNC, we strive to foster a campus community characterized by accountability, respect, inclusivity, and safety. We expect integrity, academic honesty, and respectful behavior from students, faculty and staff, trusting that they will conduct themselves accordingly in all aspects of campus life.
  CNC students are expected to adhere to the respective Codes of Conduct at all partner institutions, including but not limited to the following:
  - CNC Academic Conduct Policy
  - CNC (Non-Academic) Conduct Policy
  - CNC Student Complaint Resolution Policy
  - CNC Student Sexual Misconduct Policy

You are encouraged to visit CNC's Policy Webpage for a comprehensive list of CNC policies and procedures.