**CCHS DIRECTIONS TO APPLY TO THE LEBANON COUNTY CAREER AND TECHNOLOGY CENTER**

**FOR THE 2023-2024 SCHOOL YEAR**

**Application available at:**

**https://www.lcctc.edu/enrollment/** and then scroll down to "Registration Links."

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- ➤ If you receive an **error message when opening**,
  - o close down and reopen <u>or</u>
  - o try opening in another tab <u>or</u>
  - o use another browser.
- ➤ As you complete the application, please note all of the directions on the right side column of the online application.
  - o These are frequent mistakes that we don't want you to make.

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**Are you currently attending the CTC or attended in the past?**

- ➤ **Any student who is <mark>currently enrolled</mark> in a CTC program currently or <mark>attended the CTC at any point</mark> in the last few years and would like to apply to the CTC for a NEW program**
  - o **You do NOT** need to complete an online application. We asked that you contact the CTC Counselor's office for a paper application that will need to be completed by the March 1, 2023 deadline.
- ➤ If you are a current CTC student and wish to continue to Year Two of the SAME program, you do not need to apply.

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## Helpful Notes to Complete the Application

- **DEMOGRAPHICS**
  - o **This section is all about the <u>applicant</u>.**
  - o Please fill in applicant's **full legal name**
    - ▪ Use capital letters at the beginning of your **F**irst, **M**iddle, and **L**ast name
    - ▪ If the student goes by a name other than his/her given name at birth, list it under nickname
  - o **Date of Birth** – be sure to change the year of birth if using the calendar drop down
  - o **Gender** – list gender assigned at birth
  - o **Race** – choose all that apply. If student is Hispanic, you must also choose another race under the dropdown. Most will choose "white" – but another race might apply
  - o Please select your **first program of choice** at the CTC. If you have a 2<sup>nd</sup> choice, please let your counselor know
  - o Answer question about parent/guardian and military

- **STUDENT CONTACT INFORMATION:**
  - o **When completing the information for Student Contact Information, please be sure to enter the name of <u>your parent/guardian</u> in those text boxes.**
  - o If you do not know parent/guardian's middle name, leave it blank.
  - o At first, it only has one section for parent/guardian. If you wish to add additional parent/guardian/emergency contact please click the green plus sign to the upper right of that section.

- **HOUSEHOLD INFORMATION**
  - o Enter <u>applicant's</u> last name
  - o Enter <u>applicant's</u> address
    - ▪ If you don't have a "suffix" (like South, North) – leave it blank.
    - ▪ If you don't have an apartment number, leave it blank
  - o Enter parent/guardian phone number
  - o Enter primary language spoken at home.

- **RECHECK YOUR WORK**
  - o Before you hit submit, go back and check that everything has been done correctly.

- **SUBMIT**
  - o Once you have completed all sections you will select the submit button at the bottom right of the page.
  - o The application is then submitted to your high school counseling department to complete some additional information.

**\*\*Please continue to back of this document**

**ADDITIONAL FREQUENTLY ASKED QUESTIONS**

- **WHAT HAPPENS AFTER THAT?**
    - o Once that information is completed by the school, it will then be submitted to the Lebanon County CTC.
    - o Email notifications will be sent to the email that is provided in the application on when it is submitted to your high school and then submitted to the CTC.

- **WHEN WILL I FIND OUT IF I AM ACCEPTED TO THE LCCTC?**
    - o Around March 13, 2023, the CTC will begin accepting students into the programs and email notifications will be sent out. Approximately in the beginning of April, letters will be sent to students from the CTC to congratulate them being accepted to their program with additional important information.

- **WHAT IS THE APPLICATION DEADLINE?**
    - o The application deadline for the school year 2023-2024 is March 1, 2023.
    - o PLEASE DO NOT WAIT UNTIL THEN TO APPLY.
    - o We would like all applications in as soon as possible so that the counselors have time to process each of them.

Please contact your High School Counselor or the CTC Counseling Office if you have any questions.

- ➢ **Cedar Crest Counseling Office**          717.389.1820
- ➢ **Kelly Flowers (Counselor at the CTC)**          717.273.8551