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| CAREER CRUISER | Applying to Postsecondary Training |

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| **Step 4** | Make a Personalized Career and Academic Plan (PCAP) |
| **Driving Question** | What are the admissions requirements for my top three postsecondary trianing choices? |
| **Goal** | Create a checklist and timeline of requirements for postsecondary training application. |
| **Standard** | Develop a plan to meet or exceed the student’s chosen postsecondary training or national service application requirements. (CR.2.3) |

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| **FOR TEACHERS** |

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| **Timeframe** | 2 to 3 roughly one-hour lessons. |
| **Materials** | Internet access and digital devices.  |
| **Xello** | [Xello](https://xello.world/en/florida-college-career-ready/), Florida’s official K-12 public school career planning and work-based learning coordination system, has tools you can use on this topic! On each school profile, view the ‘Applying’ section for more information on how to apply. Then, manage the student application process under ‘Plans,’ ‘College Planning,’ and ‘College Applications.’ Xello integrates Common App, which allows students to easily apply to multiple colleges and universities without having to re-fill out the same application questions multiple times. |
| **Overview** | **Beginning*** Applying to postsecondary training can be hard, but reassure students it is worth it and totally achievable if it is broken down into manageable steps.

**Middle*** Students will learn about competitive vs open admissions postsecondary institutions and common application requirements.
* Students will research specific postsecondary training providers and create lists of deadlines, requirements (including documents they need to gather) and contacts they can reach out to with questions.

**End*** Have students discuss in pairs what they found out in their research about application deadlines, requirements and what they think will be the hardest part of applying.

**Extension*** Have students research ways of making their application more competitive. Example research topics: how to study for the SAT/ACT/ASVAB, how to request a letter of recommendation, and how to write a personal statement/essay.
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| **FOR STUDENTS** |

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| **Learn** |

Each postsecondary training provider has different requirements for applying to their training. There are two main categories to consider for admissions requirements:

* **Competitive admissions** – most universities and other training providers have competitive admissions. Meaning, only the best applications get in.
* **Open admissions –** most technical colleges and state/community colleges have open enrollment. Meaning, as long as you meet certain criteria, you are able to enroll at their institution.

**Typical Competitive Admissions Requirements**

For competitive admissions training providers, here are examples of information you will need to provide and should start to gather:

* High school transcript, which will include courses and grades
* List of your activities, work and family responsibilities
* Test scores and dates from your college entrance exams (SATs, ACTs, etc.)
* Parent/legal guardian information, such as occupation, employment status, education level, etc.
* Academic honors and achievements
* Letter(s) of recommendation
* Personal essay
* Portfolio of work/writing

In addition to the above possible requirements, many competitive admissions training providers charge a fee to apply. The average application fee is roughly $50 and can be $100 or more.

**Florida Admissions Requirements**

* [Florida universities requirements](https://www.flbog.edu/universities/admissions-transfers/undergraduate-admissions/)
* Florida state or community colleges requirements:
	+ You have earned a high school diploma or its equivalent (examples: General Educational Development (GED), adult high school diploma, or completed a home education program) or have demonstrated success in college coursework through dual enrollment or early admissions.
* Florida technical colleges require:
	+ You are at least 16 years of age and no longer enrolled in high school.
* Apprenticeships requirements:
	+ Vary but often are applied to like a job application – resume, cover letter, etc.

Again, application processes and requirements vary depending on the training provider and may get updated yearly.

Note: There are programs that will store your application information safely to be distributed to multiple schools, such as Common App. Common App is free to use and can make it easier to apply to multiple colleges or universities in a short period of time.

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| **Do** |

Search online for your top three training provider choices (apprenticeship, technical college, state or community college, or university) and locate their admissions page. For each, answer the below questions.

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| **Reflect** |
| **Application Deadline:** for your preferred start date, when do you need to apply by?  | Training Provider #1: |  |
| Training Provider #2: |  |
| Training Provider #3: |  |
| **Admissions Requirements:** What are the admissions requirements for your top three training providers?  | Training Provider #1:  |  |
| Training Provider #2:  |  |
| Training Provider #3:  |  |
| **Documents:** What documents will you need to gather or write in order to submit your application?  | Training Provider #1:  |  |
| Training Provider #2:  |  |
| Training Provider #3:  |  |
| **Contacts:** Who can you contact if you have questions about applying?  | Training Provider #1:  |  |
| Training Provider #2:  |  |
| Training Provider #3:  |  |