

## Northern Tier Career Center Application Procedures

Welcome to the NTCC application process for the 2023-2024 school year! In order to be considered for admission you must complete all steps listed below.

1. **Online Application:** use the following link to apply online -  
<https://ctcportal.csiu-technology.org/NTCC/Form/Entry/NTCC20202021Application457/1000/2023-2024/#false>
2. **Complete the Paper Application with Essay –**
3. **MUST COMPLETE BOTH ONLINE AND PAPER APPLICATIONS**
4. Return all materials to the guidance office no later than **February 10, 2023**
5. Applications will be assessed based on the criteria listed on the second page of the application.
6. Applications will be reviewed and decisions will be given no later than the middle of May (hopefully sooner). This process takes time due to the number of schools with whom NTCC must coordinate in order to make sure all openings are utilized in the best way possible.

**We look forward to working with you and wish you the best with your application!**

## Northern Tier Career Center Preliminary Application

**Must Complete Online Application AND Paper Application:** use the following link to apply online -  
<https://ctcportal.csiu-technology.org/NTCC/Form/Entry/NTCC20202021Application457/1000/2023-2024/#false>

Student's Name: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Parent/Guardian Cell: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**What do you plan to do after you graduate?**

College \_\_\_\_ Technical School \_\_\_\_ Business Training \_\_\_\_ Military \_\_\_\_ Employment \_\_\_\_

**Program you wish to take:** 1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

### ***Northern Tier Career Center Programs:***

- AUTO BODY/COLLISION REPAIR TECHNOLOGY •
- INFORMATION TECHNOLOGY •
- AUTOMOTIVE MECHANICS TECHNOLOGY •
- MACHINE TOOL TECHNOLOGY •
- BUILDING CONSTRUCTION TRADES •
- MECHANICAL TRADES: HEATING, VENTILATION & AIR  
CONDITIONING (HVAC) •
- COSMETOLOGY (3 Year Program) •
- PRE-NURSING •
- DIESEL MECHANICS TECHNOLOGY •
- TEACHER ACADEMY/EARLY CHILDHOOD EDUCATION •
- DIVERSIFIED OCCUPATIONS (Rising Seniors Only) •
- WELDING TECHNOLOGY •
- FOOD PRODUCTION AND MANAGEMENT •

***Selection will be made without discrimination based on sex, race, color, religion, national origin, or non-job-related handicaps or disabilities.***

**Parental Acknowledgement:** I am aware of the schedule, transportation, and attendance requirements for students attending the Northern Tier Career Center. I give my son/daughter permission to participate in this program. If he/she is accepted I will encourage full cooperation, maximum effort and performance. I understand that the Troy Area School District will share any pertinent academic, behavioral and attendance records, including any required health information with Northern Tier Career Center.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return completed Application to the Guidance Office no later than February 10, 2023.***

**For Office Use Only:**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Received By: \_\_\_\_\_

## NTCC ADMISSION SCORING CRITERIA

<u>ATTENDANCE</u>	Points
0 – 3 days of absence	6
4-6 days of absence	4
7-10 days of absence	2
11 – 15 days of absence	0
15-20 days of absence	-2
20 or more days	-4

<u>DISCIPLINE</u>	Points
0 discipline incidents	4
1 incident	3
2 incidents	2
3 incidents	1
4–6 incidents	0
7+ incidents	-2

<u>GPA</u>	Points
90% plus	4
80 – 89.99	3.5
70 – 79.99	2.5
60 - 69.99	1
50 – 59.99	0
Below 50	-1

Essay Scoring Rubric		Points
		0-22
Addressed Career Goals.		
Yes (3)	Somewhat (2)	No (1)
Addressed how NTCC Education will help achieve career goals.		
Yes (3)	Somewhat (2)	No (1)
Addressed Skills and Interests.		
Yes (3)	Somewhat (2)	No (1)
Student's career goal relates to NTCC Training		
Yes (10)	Somewhat (2)	No (0)
This Essay "moved" me to want this student to attend NTCC.		
Yes (3)	Somewhat (2)	No (1)
Additional Comments	Total Points	
Essays are scored by multiple scorers in a blind fashion - scorers do not know whose essay is being scored. All scores are averaged to gether to get a final score between 0 and 22 points.		

Scores will also be given to students based on when they turn in their application and how many other students apply for the same program. For example: 5 students apply for Welding - First application submitted receives 5 points, the next receives 4 points, etc...

All points will be added together to get a final overall score between 0 and 36 plus the First Come score which will vary depending on the number of applicants to the program.

Date: \_\_\_\_\_

NTCC Program – 2<sup>nd</sup> Choice: \_\_\_\_\_

Each program at NTCC has limited spots available to the students at Troy Area High School. In order to assist in selecting students to attend NTCC, each student must write an essay of approximately 150 – 200 words answering all three of the questions below. Other factors that will be considered in the selection process include GPA, attendance, behavior, credits earned, and timeliness of application submission. **ESSAY MAY BE TYPED AND ATTACHED TO THIS FORM.**

1. What are your career goals when you graduate from high school/college?
2. How will your education at NTCC help you achieve your goals? **How does your program of choice relate to your career goals?**
3. What current skills or interests do you have that will help you achieve your career goals?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

