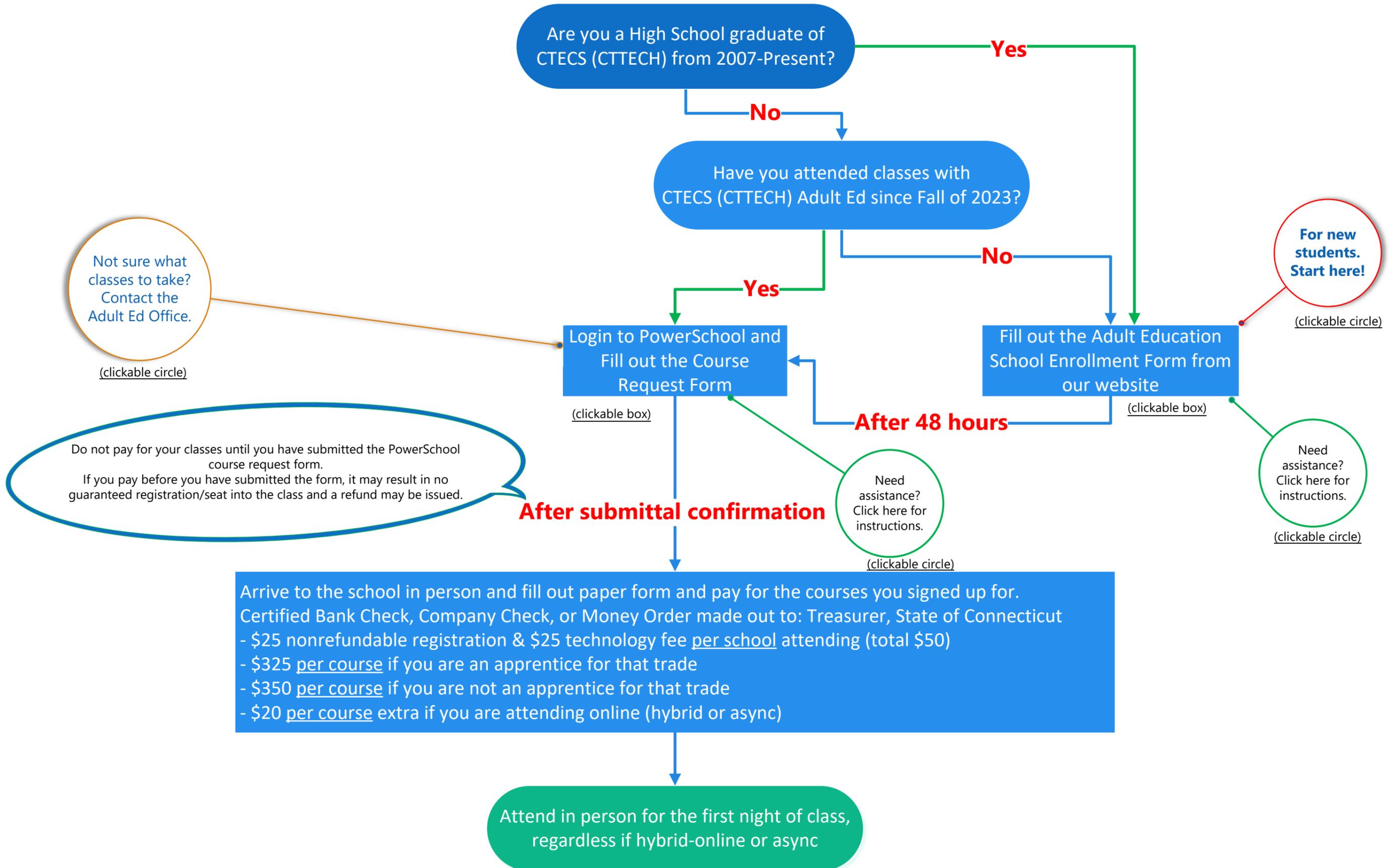


Adult Education Enrollment Process

Interested in taking classes this upcoming semester?
Follow the flow chart below.



CTECS – Adult Education – New Student Enrollment Instructions

1. Students that are not already a current Adult Education Student must fill out the following form. Be sure to provide complete answers in the form.

<https://registration.powerschool.com/family/gosnap.aspx?action=38982&culture=en>

2. Once new students fill out the forms, the Adult Education Staff will submit a ticket with Central Office, so they can enroll them into the school from the enrollment page.

a. Delivering new students into PowerSchool will occur once a day.

The following are the images of each of the pages in the enrollment form

Introduction



Welcome to Connecticut Technical Education and Career System's Adult Education Enrollment Forms. Please follow these steps to continue.

TRANSLATION

For steps to translate this document please navigate to: <http://shorturl.at/uBI24>

Para conocer los pasos para traducir este documento, vaya a: <http://shorturl.at/uBI24>

Para obter as etapas para traduzir este documento, navegue ate: <http://shorturl.at/uBI24>

About Our Program

The apprenticeship training program, run by the Connecticut Technical Education and Career System (CTECS), operates a total of seven training programs across the state. Both registered and non-registered apprentices can apply. Non-registered apprentices apply as an extension student. The following are the Adult Education Programs.

- A.I. Prince Technical High School, Hartford
- Bristol Technical Education Center, Bristol
- Bullard-Havens Technical High School, Bridgeport
- Eli Whitney Technical High School, Hamden
- Henry Abbott Technical High School, Danbury
- Kaynor Technical High School, Waterbury
- Norwich Technical High School, Norwich



Our Mission

The mission of the Connecticut Technical Educational and Career System (CTECS) is to provide a world-class, unique and rigorous learning environment for high school students and adult learners.

The Connecticut Technical Educational and Career System continues to be a leading force in the state providing a unique and rigorous learning environment that focuses on both academic and career technical education and meets the needs of Connecticut's employers.

The CTECS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTECS does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical Education and Career System's nondiscrimination policies and practices should be directed to:

Dr. Justin Lowe, Interim Superintendent of Schools, Connecticut Technical Education and Career System, 39 Woodland St., Hartford, CT 06105, and/or, regarding race, color, national origin, age, sex and/or disability to the Office for Civil Rights, U.S. Department of Education, Boston, MA 02110-1491, telephone 617.289.0111, fax 617.289.0150, TTY/TDD 877.521.2172. The Connecticut Technical Education and Career System is an equal opportunity/affirmative action employer.

Read-only and Hidden fields have been enabled for Preview purposes only.

Read-Only Field

Hidden Field

Student Information

Email Notification Contact

Provide ONE EMAIL ADDRESS FOR ALL COMMUNICATION regarding status of enrollment. This email address must be frequently checked for notifications. You will not be able to change this email address once you submit the application. Contact Pasquale.Clarieglio@cttech.org with updates to contact information.

EMAIL ADDRESS FOR ALL COMMUNICATION required

Please re-enter the email which you have entered above for confirmation. required

stu_ID

Student First Name required

Student Middle Name

Student Last Name required

Suffix

Student Preferred Pronouns

Not Required

Student Gender required

Student Date of Birth required

mm/dd/yyyy

Are you currently or have you been previously enrolled in any of the Connecticut Technical Adult Education Programs?

required ⓘ

Student Applicant Cell Phone Number

xxx-xxx-xxxx

School Selection

Please choose the school that you will take most of your classes.

Which school will you be attending required

Apprenticeship Information

ONLY CHECK OFF APPRENTICESHIP IF ALL CRITERIA BELOW ARE SATISFIED

- Must be registered with the State Labor Department, Office of Apprenticeship Training
- Possesses a current and valid apprentice card prior to the 1st class session – current and valid is defined as an apprentice card that meets all of the following:
 - The card is for the student's current employer;
 - The card has an expiration date of June 30th in the current school year.
 - The card is signed by Labor Department Apprentice Program Manager.
 - Be enrolled in a class that is part of his/her apprenticeship trade curriculum

Apprenticeship Courses

Extension Courses

Choose your License

- Select -

Choose your Trade

- Select -

Home/Residential Information

Student Home Telephone Number required

xxx-xxx-xxxx

Student Home Address required

where the student resides

Apartment/Unit/Suite

City required

State required

- Select -

Zip Code required

xxxxx OR xxxxx-xxxx

Student Mailing Address (ONLY if different than Student Home Address): required ⓘ

- Select -

Student Information

The following questions are for research purposes only

Ethnicity and Race Report

Part A - Ethnicity

The following categories are not provided by CTECS, but are categories provided by the State Department of Education.

Is the student Hispanic / Latino?

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Part B - Race

The following categories are not provided by CTECS, but are categories provided by the State Department of Education.

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America including Central America, and who maintains a tribal affiliation or a community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups in Africa.
- **Native Hawaiian or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student Race(s) ⓘ

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Military Status

Are you a Veteran?

Are you a current member of a Military Family as defined below?

- Active duty member of the uniformed services, National Guard and Reserve on active duty orders.
- Member or veteran who are medically discharged or retired within the last 12 months.

Please choose an option required

Did you attend one of these high schools?

Please check off if you went to any of the below Schools in CT

- Henry Abbott Technical High School
- Bristol Technical Education Center
- Bullard Havens Technical School
- Howell Cheney Technical High School
- H. H. Ellis Technical High School
- E.C. Goodwin Technical High School
- Grasso Technical High School
- W.F. Kaynor Technical High School
- Norwich Technical High School
- Emmett O'Brien Technical School
- Platt Technical High School
- A. I. Prince Technical High School
- Vinal Technical High School
- Eli Whitney Technical School
- H.C. Wilcox Technical High School
- Windham Technical High School
- Oliver Wolcott Technical High School
- J. M. Wright Technical High School
- Wilcox Career Academy

Have you ever attended a Technical High School in another state required

Check off one of the selections below

- Graduated High School
- Did not Graduate High School
- Graduated with other requirements
- GED

Emergency Contact Information

Emergency Contact First Name required

Emergency Contact Middle Name

Emergency Contact Last Name required

Relationship to Student required

Best Phone Number to Reach Emergency Contact required

Form Agreements and Policies Acknowledgement

TUITION AND FEES

APPRENTICE STUDENTS:

- Registration fee and Technology fee of \$50.00 (**non-refundable**) per semester per school due at registration
- Tuition of \$325.00 per course (can be prorated downward for courses of less than 36 hours) payable prior to the completion of the student's 1st class attended.

DEFINITION OF APPRENTICE STUDENT (All criteria below must be satisfied):

- Must be registered with the State Labor Department, Office of Apprenticeship Training
- Possesses a current and valid apprentice card prior to the 1st class session – current and valid is defined as an apprentice card that meets all of the following:
 1. The card is for the student's current employer;
 2. The card has an expiration date of June 30th of the current school year;
 3. The card is signed by Labor Department Apprentice Program Manager.
- Be enrolled in a class that is part of his/her apprenticeship trade curriculum

EXTENSION STUDENTS:

- Registration fee and Technology fee of \$50.00 (non-refundable) per semester per school due at registration
- Tuition of \$350.00 per 36 hours of instruction (will be prorated for courses of more or less than 36 hours) payable prior to the completion of the student's 1st class attended.

ONLINE STUDENTS:

- A \$20.00 Convenience Fee will be added to normal tuition rates. Students are responsible for technology to access content (see minimum requirements below).

If you are registering for more than 1 school you are required to submit a separate certified check or money order for each school.

Payments and Waivers

METHODS OF PAYMENT

Bank check or money order - payable to "Treasurer, State of Connecticut" for the exact amount due.

Cash will be accepted only during regular business hours (8:30 a.m. – 4:30 p.m.)

No personal checks or partial payment plans will be accepted.

Alternate methods of payment (It is the responsibility of the student to initiate and follow up on the methods listed below):

Tuition waiver – The Certified Nurse Assistant program does not meet the minimum number of required hours to qualify for a Pell Grant; however, Tuition Waiver is available only for qualified C.N.A. applicants that meet the requirements listed below.

- Tuition Waiver Request form must be submitted **NO LATER THAN** four weeks prior to first class session. A tuition waiver does not cover the Registration Fee.

Veteran - Tuition Waiver Request form with a copy of DD-214 attached.

Financial Hardship - Only for short-term or extension students that can provide the acceptable documentation (proof that student [and/or spouse or dependent student's parent] is a current recipient of benefits from one of the following means-tested benefit programs: Supplemental Security Income; Connecticut Documentation for Food Stamps, Free or Reduced Price Lunch, TANF, WIC.

Senior citizen - age 62 and over - Tuition Waiver Request form with copy of proof of age (subject to seat availability.) (Unacceptable Documentation: copy of benefit member card, copy of Husky medical program participant documentation.)

NOTE: Unemployment Compensation is **NOT** a means-tested benefit program.

If the request is denied, tuition is due on or before the first class session, or if the student is already enrolled, tuition is due on the day of their next class session following the date of the denial letter.

Outside agencies (employer, WIA, etc.) - Written documentation from the agency guaranteeing payment

For the student must be presented to the school prior to the tuition deadline(s) noted above.

G.I. Bill for Veteran Education Benefits - Students receiving educational assistance benefits under the G.I. Bill from the

Veterans Administration must submit enrollment verification or training agreement. The student should provide the school

VA Form 22-1999 for submission to Veterans Administration to receive the education benefits payment.

Textbooks and Technology

MINIMUM TECHNOLOGY REQUIREMENTS:

- When participating in distance education courses, it is vital to consider the technology needed in order to have a successful course. We recommend that you meet the technical requirements below when attending online programming:
- A computer (desktop/laptop/ Chromebooks) that is less than 3 years old will work.
- Speakers/headphones/earbuds for listening to audio or videos presented in courses.
- **Webcams are required**, and must be on and pointed at the student during class. (There are background blurring technology to uphold privacy that may be utilized)

Students are required to purchase all required textbooks and technology needed to access the course/s.

ATTENDANCE

Based on 3-hour class sessions, the following is a list of total hours in a course and the maximum number of allowed absences (by number of classes) prior to denial of credit:

TOTAL HOURS IN CLASS/ES	MAXIMUM ABSENCES
1-9	0
10-30	1
31-60	2
61-90	3
91-120	4

Excessive tardiness will be addressed on an individual basis and may cause denial of credit.

Employers have the right to verify their employee's attendance in a program.

Employers have the right to verify their employee's attendance in a program.

Student Signature

Acknowledgement

IF DIRECT PAYMENT DEADLINES OR AT LEAST ONE OF THE ALTERNATE METHOD DEADLINES ARE NOT MET, THE STUDENT WILL BE DISMISSED FROM HIS/HER PROGRAM OF STUDY IMMEDIATELY.

REFUNDS: All requests must be in writing within 14 days of the 1st class session except for military, serious illness, and hardship requests.

AMOUNTS

100% OF TUITION – if request made prior to 1st class session.

60% OF TUITION – if request made within fourteen (14) calendar days of the 1st class session

MILITARY, SERIOUS ILLNESS, HARDSHIP REQUESTS

100% - must be supported by written documentation of military obligation or the serious illness or hardship

DISMISSED STUDENTS - if a student is dismissed from his/her program of study (regardless of length of program) for attendance or disciplinary reasons after the 14 calendar day period, no refund will be made.

I, , have read and understand all agreements and policies on this page

Electronic Signature required
(type name of student)

Today's Date required
mm/dd/yyyy

Electronic Signature

The electronic signature and all of its related fields replaces a handwritten signature on paper and is legally binding.

I affirm that the information provided is true, correct and complete, to the best of my knowledge and belief. This electronic signature and its related fields are treated like a handwritten signature on a paper form.

Student Signature

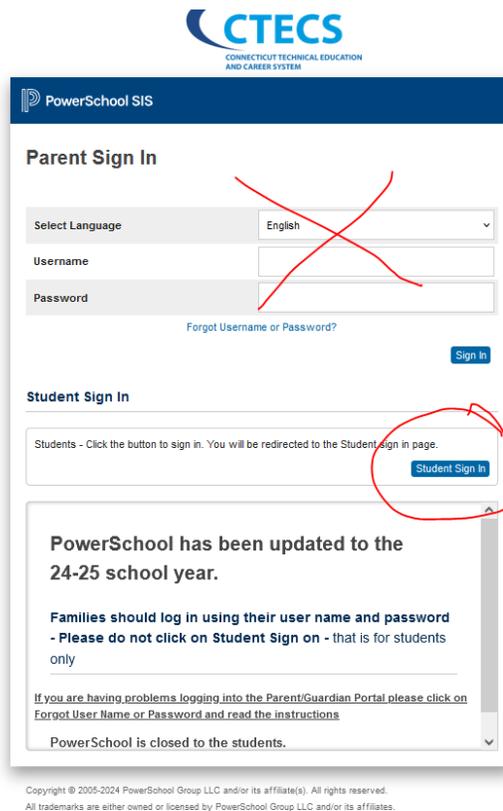
I Agree required

Electronic Signature required
(type name of Student)

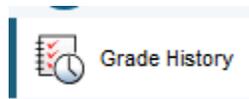
Today's Date required
mm/dd/yyyy

CTECS – Adult Education – New and Current Student Course Requests

1. Students will log into <https://ctecs.powerschool.com>
 - a. They need to click the student single sign on and enter or choose their cctech.org email and their email password. The email format is firstname.lastname@cctech.org and the default password is: CTECS@Student!
 - b. If they forgot their password, it can be reset through Azure. The student will have to log into <https://office.com> first with their email and email password before continuing to PowerSchool.
 - c. Then they can go to the PowerSchool student portal



2. Once they are on PowerSchool they click on Grade History on the on the left-hand side of their screen so they can view what courses and grades they already received in PowerSchool



3. After they look at their previous classes and grades they need to click on Forms on the left-hand side of the screen



They need to click on their homeschool Course Request 1st

For example if a student is enrolled in Bristol Adult Education they will click on the Bristol Adult Learning Student Course Requests. If enrolling in another school, click on the associated course request form.

Adult Education Course Requests

[Adult Education - Abbott Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Abbott Adult Learning - If you need to choose another school to take your course, click
Last Entry: 04/29/2024 4:48:25 PM

[Adult Education - Bristol Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Bristol Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Bullard Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Bullard Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Eli Whitney Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Eli Whitney Adult Learning - If you need to choose another school to take your course,

[Adult Education - Kaynor Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Kaynor Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Norwich Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Norwich Adult Learning - If you need to choose another school to take your course, click

[Adult Education - Prince Adult Learning Student Course Requests - Fall 2024-2025](#)
<h2>These courses are only being offered at Prince Adult Learning - If you need to choose another school to take your course, click

4. The student will need to read all the information and answer all the questions.

BEFORE YOU CHOOSE YOUR COURSES PLEASE CLICK ON GRADE HISTORY ON THE LEFT-HAND SIDE OF THE HOME PAGE OF YOUR POWERSCHOOL PORTAL TO VIEW WHAT YOU ALREADY H/TAKEN

Information about the number of courses you are allowed to take in a semester

By taking fewer classes, you can manage your workload better More time for extracurricular activities and personal commitments

YOU CANNOT TAKE MORE THAN 1 CLASS PER DAY.

Please use the chart below to decide how many courses to take and how

If you have questions, please contact your school's supervisor for more information

In-Person Courses	Hybrid Courses	Async Courses
4	0	2
3	1	2
2	2	2
1	3	2
0	4	2
0	0	5

Click on the Licensed Trades below for the correct courses to take

Electrical
Heating/Cooling
Plumbing
Sheet Metal
Barbering

Non-Licensed Trades

CTECS is fully approved to provide related instruction training in all non-licensed, manufacturing related areas. Manufacturing Related Instruction Programs are flexible, both online and instructor-led to offer possible approach to interactive learning.
Manufacturing programs are offered at Bristol Technical Education Center and Kaynor Technical High

Course Registration Instructions

Please click here to check the Adult Education Website to make sure you are choosing the correct courses depending on your trade!

Click here for all the Adult Education Learning Sites and the Supervisor list

Make sure you choose the correct course, you will be charged accordingly for the course. Below are the differences in the way to take the course:

1. Async (Fully Online at the student's own pace)

Apprentice, License and Trade Information

Please choose Apprentice or Extension *

Please choose only one!

- Apprentice
 Extension

Choose your License *

Choose your Trade *

Tuition Information

If you are a registered apprentice with a valid state apprentice ID card listing your current employer and are taking a state apprentice program class:

- Tuition: \$325 per in-person course; \$345 for online course*
- Non-refundable Registration and Technology Fee: \$50

If you are a registered apprentice taking a course outside of your state apprentice program or are not a registered apprentice:

- Tuition: \$350 in-person course; \$370 for online course*
- Non-refundable Registration and Technology Fee: \$50

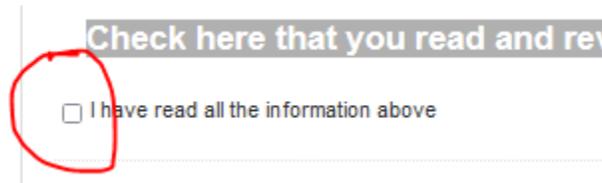
Certified bank checks or money orders are accepted. No personal checks, cash or credit cards will be accepted. Please make certified bank check or money orders payable to: Treasurer, State of Connecticut.

*A \$20 Tech Tutor fee applies to online classes. The Tech Tutor provides onboarding for new students and emergency technology support during classes.

Check here that you read and reviewed all information about CTTECH Adult Education above *

I have read all the information above

Once they do the top part THEY MUST CHECK THE BOX UNDER: Check here that you read and reviewed all information about CTTECH Adult Education above



5. When they check that box the course requests will be viewable and they can choose the course
 - a. The student MUST CLICK LIST ON THE RIGHT HAND SIDE TO SHOW THE COURSE REQUESTS

Semester 1 24-25 Course request list

Click on List on the right to bring up the course list

Please choose your course or courses from the list below. The day you see is the first day of class.

Aug 25, 2024 – Aug 23, 2025

Filter Expand

Day Week Month List Today <

September 21, 2024

6. They click on the course they want to choose and then click register They do not have to choose a provider it is already there as Staff

Event Detail
Sign-up for event.

Date & Time:

Start: **End:**

Sign-Up:

Provider:

Registered: 0 of 18

Notes:

7. After they click Register they can submit the form immediately or I'll Submit later if they want to choose another course



Event Registration

This event is available right now. However, you must submit the form to complete registration and reserve your spot.

8. If they choose I'll submit later than can now choose another course they may want to take

13. Students can request courses from other Adult Ed schools by going to the top of the page and click any of the school tabs.



They will have to enter all the same information from the top of the page, as each school is separate on PowerSchool