

February 9, 2018

Re: Admissions Process – New High School Students Entering Grades 11 & 12

The purpose of this communication is to clarify the admissions process for new grade 11 and grade 12 high school students that are interested in applying to Bristol TEC.

Bristol T.E.C. offers six in-demand career technical education programs – Automotive Technology, Culinary Arts, Electronics Technology, HVAC-R, Precision Machining, and Welding & Metal Fabrication. HVAC-R is a two year program (1st year students must reapply for the second year). All other programs are one-year, ten-month programs designed to teach students the basic career/technical and employability skills needed to enter the workforce. Every effort is made to place eligible students in their field of study.

Time Frame	Steps	Special Notes
Ongoing	Applications are received.	The application must be signed by both the student <u>and</u> parent/guardian. Admissions committee will not review incomplete applications.
Between March – April 2018	Applicant must arrange to shadow/interview in the program they are interested in.	Contact Ms. Darlene Aresta
April 2018	Applicants (current students) complete Shadow Visit.	To be considered for admission applicants are required to earn a full endorsement from the CTE instructor in their preferred program. Partial endorsement(s) → Waitlist. No endorsement(s) → Denial
Beginning May 1, 2018	Admissions Committee Reviews Application	Weekly meetings until programs are full.
Between May 1, 2018 – Last Day of School.	Admission decisions will be communicated by mail to the parent/guardian/student. An email will be send to the sending school counselor.	Students are required to return their commitment letters within 15 calendars from the date on the letter. *Please note that the admission offer may be rescinded if Commitment Forms are not received within the allotted time period.

“Preparing students with the skills to be successful in the modern workforce.”