



Career Pathways

Institute

Application Handbook

Welcome

We are pleased to bring you the Career Pathways Institute's 2017-18 Student Application. By completing this one online application, you will be considered for a spot in the Career Pathways Institute. By filling out the entire application, you will also be considered for the Grand Island Education Scholarship that will help pay for the College Credit that is offered in many Pathways.

The application has multiple screens and represents a comprehensive file on you. While not all fields are mandatory, we recommend that you fill in as many as are applicable to you. Each field is designed with a purpose in mind. The information on the following pages will help you to submit the best possible application.

On behalf of all of the individuals, families, and businesses that have created these programs and the scholarship funds to invest in your educational future, I wish you the best!

Daniel Phillips, Director
Career Pathways Institute

Important Deadlines

The new student application window will be open the following dates:

Fall application window: November 11, 2017 through Friday, December 22, 2017.

Spring application window: January 1, 2018 through Friday, February 28, 2018.

Initiative Points

Students can earn bonus points for submitting their application before the deadline.

These bonus points are called Initiative Points. Initiative points will be considered by reviewers when making placement recommendations. While submitting the application early does not guarantee a spot in the program, it will certainly help.

Fall Application Submitted by:

December 1 = 15 points

December 8 = 10 points

December 15 = 5 points

Spring Application Submitted by:

February 2 = 15 points

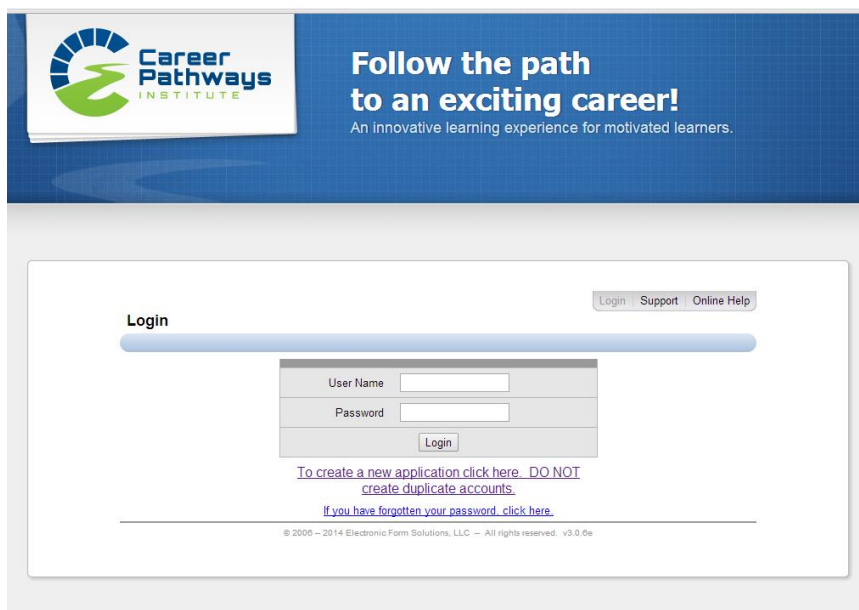
February 9 = 10 points

February 16 = 5 points

How to Get Started

Before you can use the online scholarship application you must become a registered user. During the registration process you will choose your own [user name](#) and [password](#). If you cannot remember your user name that you have created, please contact the CPI Registrar (menck@gips.org). DO NOT create another account. If you create a duplicate account, the Review Committee reserves the right to disqualify your application.

At the login screen click [To create a new application click here. DO NOT create duplicate accounts.](#)



The screenshot shows the Career Pathways Institute login page. At the top left is the logo for Career Pathways Institute, which consists of a stylized green and blue path leading to a sun-like icon. To the right of the logo is the text "Career Pathways INSTITUTE". Further right, in a blue banner, is the text "Follow the path to an exciting career!" and "An innovative learning experience for motivated learners." Below this banner is a white login form. The form has a "Login" button in the top right corner. The main heading of the form is "Login". Below the heading are two input fields: "User Name" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form, there are two links: "To create a new application click here. DO NOT create duplicate accounts." and "If you have forgotten your password, click here." At the very bottom of the page, there is a small copyright notice: "© 2008 - 2014 Electronic Form Solutions, LLC - All rights reserved. v3.0.0e".

Forget User Name or Password If you forget your User Name or Password, click on [If you have forgotten your password, click here.](#) on the login page. Enter the email address used to create the account, complete the challenge code and click on Reset Password. An email with a reset password link will be sent to your inbox. The User Name will appear on the reset password page. If you still need assistance contact the CPI Registrar at menck@gips.org. You will be presented with a registration screen.

Register New User Page

The screenshot shows the 'Register New User' page for Career Pathways Institute. The page has a blue header with the logo and the text 'Follow the path to an exciting career! An innovative learning experience for motivated learners.' Below the header is a registration form with the following fields:

- First Name*
- Middle Name/Initial
- Last Name*
- Email Address*
- Username*
- Password
- Verify Password
- Challenge Code
- Challenge Code*

A 'Create Account' button is located at the bottom of the form. In the top right corner, there are links for 'Login', 'Support', and 'Online Help'. The footer of the form area contains the text: '© 2006 – 2014 Electronic Form Solutions, LLC – All rights reserved. v3.0.0a'.

Enter your **First Name**, **Middle Name/Initial** and full **Last Name**. Please make sure you use proper capitalization in your name is correct.

Enter your school **E-Mail Address**. Please make sure it is spelled correctly.

Please use your school **E-Mail Address** as your **Username**. If a user name is not entered, the email address will be used as your user name.

We recommend using your 5-digit student number as your **Password**. If you are not a GIPS student, your password needs to be at least 5 characters.

Remember that the passwords are case sensitive and fields marked with an asterisk (*) are required.

Start Application

Complete and Save the Pre-Application Agreement. Read each of the statements carefully, and type in your name for your Signature. Then click on Disk Icon at the bottom of the page.

Application ID 1938

Pre-Application Agreement

You MUST agree to the following statements to gain access to the entire application.

Click the box next to each statement if you agree.


My application is a part of a competitive process. I understand my application and essays will be reviewed and scored. It is in my best interest to complete my application and essays to the best of my ability.	Agree ▼
I understand that my application requires two references. I am responsible for entering a correct email address for each reference. Both references must be complete before I can submit my application.	Agree ▼
The initial reviewers of my application will not have access to my personal identifying information. They will not know who I am. They will only have access to non-identifying information. I will not use my name in any of the essays.	Agree ▼
I will not create duplicate applications. If I forget my username and password I will contact Career Pathways Institute or follow the on screen instructions on the Login screen.	Agree ▼
I understand that if I submit my application before the deadline I can earn bonus points called Initiative Points. These points do not guarantee acceptance into Career Pathways Institute. Initiative Points are a reflection of my desire to attend.	Agree ▼

Signature

By entering my name I affirm that I agree to all of the above statements and would like to start the online application for Career Pathways Institute.

Once you have completed the questions and signed your name, you must click on the **Start Application** button located in the top right corner to continue your application.

To access other pages in the application you need to click on the name of the page found at the top of the screen. For example, click on "Contact Information". The Contact Information page will open for you to complete.

Remember to save your work 

Once you have completed the Pre-Application Agreement and saved the form, you need to click on the **Start Application** button.

Forms | Admin | Online Help | Logout
(Logged in as test@gips.org)

View Document

Career Pathways Institute Application Form Sections [?]

- ✓ Pre-Application Agreement

Status: Pre-Application
Start Application 


Next, you need to click on the **Next Page** button.


Forms | Admin | Online Help | Logout
(Logged in as test@gips.org)

View Document

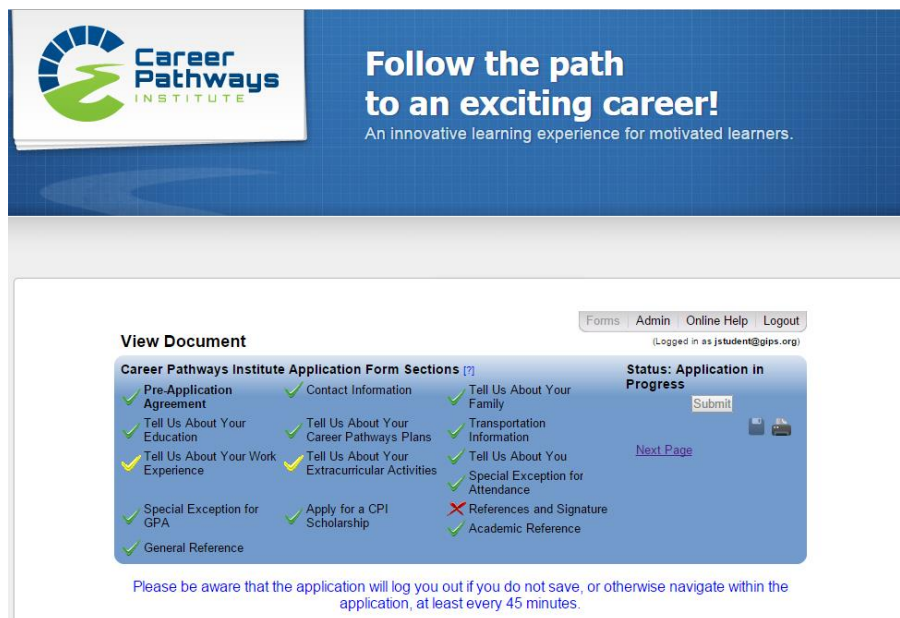
Career Pathways Institute Application Form Sections [?]

✓ Pre-Application Agreement	✗ Contact Information	✗ Tell Us About Your Family
✗ Tell Us About Your Education	✗ Tell Us About Your Career Pathways Plans	✓ Tell Us About Your Work Experience
✗ Tell Us About Your Extracurricular Activities	✗ Tell Us About You	✗ Special Exception for No Intro Courses
✓ Apply for a CPI Scholarship	✗ References and Signature	✗ Counselor Information
	✓ Academic Reference	✓ General Reference

Status: Application in Progress
Submit 

[Next Page](#) 

Common Application Form Sections



In the Common Application Form Sections (blue box at the top of each screen) all of the forms needed for your online application are listed. The form that is currently displayed on your screen is bolded (in the example above the **Pre-Application Agreement** form). To select another form in your application, you need to click on the form name. If you have not saved information entered into a field, the application will display a warning box to give you a chance to save the new information.


What do the icons next to my form names indicate?

The icons represent the status of each form:

- ✓ A green check mark indicates that all of the required fields in a form have been completed.
- ✓ A yellow check mark indicates that all of the required fields in a form have been completed, but some optional fields are empty. This is only a warning and will not prevent you from submitting your document.
- ✗ A red X is shown when at least one required field in a form is empty or contains an invalid entry. Your document cannot be submitted while any of its forms are incomplete. If you hover your mouse over the X, pop-up text will list the reasons that a form is considered incomplete.

PLEASE NOTE: You can submit your application with yellow check marks next to a form. Most likely some forms will always have a yellow check mark. Just review those forms to make sure you have entered all the information you wish to be considered for scholarships.


Contact Information Page

Application ID 1938	
Welcome to the online Career Pathway Institute application!	
Please note that the application requires TWO recommendations and that additional information may be required in order for you to be considered.	
If you have questions about working with the application, please refer to the Online Help .	
If you have questions about the application requirements or process, contact the system administrator Michelle Enck at menck@gips.org .	
All applications must be submitted before midnight February 13, 2015.	
Contact Information	
First Name	Joe
Middle Name	
Last Name	Student
Home Address	1234 Hall Street
City/Town	Grand Island
State	NE
ZIP Code	68801
County	Hall
Phone	308-555-1212
Email	jstudent@gips.org
Additional Information	
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Are you Hispanic/Latino?	<input type="radio"/> No, not Hispanic/Latino <input checked="" type="radio"/> Yes, Hispanic/Latino
The question above is about ethnicity, not race. No matter how you answered above, please indicate, by selecting from the checkboxes below, what you consider your race to be. Please select all that apply.	
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 tribal affiliation or community attachment.)	<input checked="" type="checkbox"/>
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, Phillipine Islands, Thailand, and Vietnam.)	<input type="checkbox"/>
Black or African-American (A person having origins in any of the black racial groups of Africa.)	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands not included in the Asian category.)	<input type="checkbox"/>
White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)	<input checked="" type="checkbox"/>
Is English the primary language spoken in your home?	<input type="radio"/> Yes <input checked="" type="radio"/> No
What language is spoken in your home?	Spanish
Have you participated in the English Language Acquisition program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remember to save your work	

Your name will automatically appear in this page. Please fill out the remainder of your contact information. Make sure the information you provide is accurate, as this is the contact information we will use to contact you.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.


Tell Us About Your Family Page

Application ID 1938	
Please note: ALL fields must be completed. If you do not know the information needed, enter "unknown" or 0.	
Father	
First Name	<input type="text" value="Joseph"/>
Last Name	<input type="text" value="Student"/>
Employer (if parent is unemployed, deceased, works at home, or whatever your situation may be, please enter)	<input type="text" value="Grand Island Public School"/>
Job Title	<input type="text" value="Teacher"/>
I live with my father	<input checked="" type="checkbox"/>
Attended GIPS?	<input type="checkbox"/>
Mother	
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Student"/>
Employer (if parent is unemployed, deceased, works at home, or whatever your situation may be, please enter)	<input type="text" value="Grand Island Public Schools"/>
Job Title	<input type="text" value="Teacher"/>
I live with my mother	<input checked="" type="checkbox"/>
Attended GIPS?	<input type="checkbox"/>
Remember to save your work 	

Fill out the information for your parent(s). If you do not know the information needed, type in "Unknown" or put a 0 in the field.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Education Page

Application ID 1938		
Select all of the local schools you have attended. If your school does not appear in the list, please select 'Other' and enter your school in the next column.		
Elementary Campus	Other Elementary School	Number of years attended
Wasmer		6
Please choose one		
Please choose one		
Middle School Campus	Other Middle School	Number of years attended
Barr		3
Please choose one		
Please choose one		
High School Campus	Other High School	Number of years attended
Grand Island Senior High		2
Selection required!		
Selection required!		
Current Grade Level		Sophomore
Current High School		Grand Island Senior High
Student ID Number		12345
Attendance Report		
For GIPS students attendance records can be found on Infinite Campus by clicking the Attendance Tab, then clicking the Term Tab. Click here for directions.		
For all other students, please check with your school counselor.		
Enter your attendance in the current school year.		
Total Days Absent:		3
Total Periods Absent		30
GPA Report		
For GIPS students, GPA can be found on Infinite Campus. Click here for directions.		
For all other students, please check with your school counselor.		
Grade Point Average		1.5
Remember to save your work 		

Select the school that you attended for Elementary School, Middle School and High School. If you attended a school that is not listed, select “Other” from the drop down list, and type in the name of the school in the Other (Elementary/Middle/High) School box.

Select your Current Grade Level and your Current High School from the drop down lists. If you have a student number, please list it in the field for Student ID Number. If your school does not give you a student number, leave this field blank.


Fill out the Attendance Report section. Click on [Click here for directions](#) if you are a GISH student and need help finding where your attendance is reported in Infinite Campus.

Fill out the GPA Report section. Click on [Click here for directions](#) if you are a GISH student and need help finding where your GPA is reported in Infinite Campus.

If you are unable to access any of this information, or are applying from another school district, please see your counselor to get this information.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Career Pathway Plans Page

Application ID 1938		
Select the Career Pathway Institute field of study you are interested in		Construction ▼
Select a second Career Pathway Institute field of study you are interested in.		Drafting ▼
Select all Intro to Pathway Course(s) you have started or completed		
If your Intro Course is not listed, please choose "Other" and enter the course in the next column.		
Course	Other Intro to Pathways Course	Status
CPI0001 Intro to Skilled & Technical Science ▼	<input type="text"/>	<input type="radio"/> Complete <input checked="" type="radio"/> In Progress
Please choose one ▼	<input type="text"/>	<input type="radio"/> Complete <input type="radio"/> In Progress
Please choose one ▼	<input type="text"/>	<input type="radio"/> Complete <input type="radio"/> In Progress
Please choose one ▼	<input type="text"/>	<input type="radio"/> Complete <input type="radio"/> In Progress
Class Count 1		
Remember to save your work 		

Select the Career Pathway Institute Pathway of your first choice from the drop down list.


Select a second Career Pathway Institute Pathway of your choice, in case your first choice is full.

Select an Intro Course from the drop down list and select either Complete, or In Progress. If you are signed up for an Intro Course in the Spring semester, select that class from the drop down list and select In Progress.

If you are applying from a different school district, select Other from the drop down list, and type in the name of the Courses you've taken in the related field as your Pathway Choice.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Transportation Information Page

Application ID	1938
Student Last Name	Student
Student First Name	Joe
Transportation Needs	
Will you need transportation to CPI Adams Street Campus or CPI-CCC Campus and back to Grand Island Senior High?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please select your preferred Session to attend CPI. This is your preferred schedule, this may change when your final schedule is created to accommodate the classes at GISH.	
Select your preferred schedule.	Morning ▾
Remember to save your work	

If you have selected a Pathway at the Adams Street or CCC Campus, you will need to fill out this page. If you selected a Pathway at GISH, you will not see this page.


For GISH students only, select either Yes or No if you will need transportation to and from Adams Street or CCC. We have a bus service that picks up at GISH, and drops off at both the Adams Street and CCC Campuses. If you are applying from a district other than GISH, select No.

Select your preferred schedule from the drop down list. Keep in mind; *this is just your preference*. Your actual schedule may differ once your schedule is built or when classes are offered.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Work Experience Page

Application ID 1938				
List places of employment for the last three years.				
Employer	Title	Employed From	Employed To	Hours per Week
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remember to save your work 

If you have work experience, please list it here. If you do not have any paid work experience, leave the fields blank.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Extracurricular Activities Page

Application ID 1938

List all school activities, school-sponsored sports, and community activities.

If you participated in more than 5 activities, please list the activities you feel are most important for consideration.
If you participated in an activity not listed, please choose "Other" and enter the activity in the next column.

School Activities					
Activities	Other Activities	Number of Years	Currently Active?	Office(s) Held	Award(s)
Air Force Junior ROTC		2	<input checked="" type="checkbox"/>		
Please choose one			<input type="checkbox"/>		
Please choose one			<input type="checkbox"/>		
Please choose one			<input type="checkbox"/>		
Please choose one			<input type="checkbox"/>		

School-Sponsored Sports					
Sports	Other Sports	Number of Years	Letter Winner?	Number of Years Lettered	Currently Active?
Track		2	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>
Please choose one			<input type="checkbox"/>		<input type="checkbox"/>
Please choose one			<input type="checkbox"/>		<input type="checkbox"/>
Please choose one			<input type="checkbox"/>		<input type="checkbox"/>
Please choose one			<input type="checkbox"/>		<input type="checkbox"/>

Community Activities/Awards				
Organization	Number of Years	Currently Active?	Office(s) Held	Award(s)
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Have you ever participated in the Grand Island/Hall County TeamMates mentoring program? Yes No

Are you a graduate of Hall County Youth Leadership Tomorrow? Yes No

Remember to save your work

Fill out if you are or were involved in an School Sponsored Activities or Sports, or Community Activities/Awards. If you have not participated in any of these areas, leave them blank.

Answer the bottom two questions on the page, relating to the TeamMates program or Hall County Youth Leadership Tomorrow.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About You Page

Application ID 1938

Narrative

PLEASE DO NOT USE YOUR NAME WHEN COMPLETING THESE QUESTIONS.
If you use your name, the Selection Committee reserves the right to disqualify your application.

Our goal is to provide an objective review process.
Therefore, our selection committee does not have access to your contact information.

Write a one or two paragraph answer to the questions below.
This is a competitive process. Let the selection committee know who you are through your writing.
We suggest you use the [six traits model](#) to guide your writing.

Interests


What are your career interests?

Experience

What courses and/or job experiences have helped you make this Pathway Choice?

Skills

What skills do you possess to support your Pathway Choice?

Remember to save your work 

This page is your chance to provide insight to your Career Interests, Experience and Skills that can help earn you a spot in the Career Pathways Institute.

Please use proper grammar and spelling, and write 2-4 complete sentences that fully describe yourself in each of these areas. Statements like “I like building stuff” will not be rated highly by the review team, and could cost you a spot.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.


Special Exception Essay Pages

It appears that you have not met the entrance criteria for the Career Pathways Institute in the area of **ATTENDANCE**.
The minimum criteria for being accepted to CPI is missing less than 3 days or less than 25 periods.

Please explain why you have missed more days/periods than the minimum criteria and what attending the Career Pathways Institute means to you.

PLEASE DO NOT USE YOUR NAME WHEN COMPLETING THESE QUESTIONS.
If you use your name, the Selection Committee reserves the right to disqualify your application

Attendance Exception Essay


Remember to save your work 

It appears you have not met the entrance criteria for **GRADE POINT AVERAGE**.
The minimum criteria for being accepted to CPI is 2.0 overall GPA.

Please explain why your GPS is lower than the minimum criteria and what attending the Career Pathways Institute means to you.

PLEASE DO NOT USE YOUR NAME WHEN COMPLETING THESE QUESTIONS.
If you use your name, the Selection Committee reserves the right to disqualify your application

GPA Exception Essay


Remember to save your work 

It appears you have not met the Intro Class entrance criteria.
The minimum criteria for being accepted to CPI is either being registered, in progress or having completed the necessary Intro Class to your desired Pathway.

Please explain why you have not taken the necessary Intro Class.

PLEASE DO NOT USE YOUR NAME WHEN COMPLETING THESE QUESTIONS.
If you use your name, the Selection Committee reserves the right to disqualify your application

CPI Intro Course Exception Essay

Remember to save your work 


If you have one of these pages, it means you do not meet some of the entrance criteria to get into the Career Pathways Institute.

There are three possibilities for additional Essays: Attendance, GPA or Intro Class. This does not automatically disqualify you for the Career Pathways Institute, but this is your opportunity to explain situations that may have arisen to cause to you either miss too many periods/days, have a low GPA or have caused you to not have taken the necessary Intro Class. Again, please use proper grammar, spelling and use 2-4 complete sentences to support your case.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

References, Counselor and Signature Page

Each Online Application requires at least two references. Consider carefully whom you will ask to be your reference. **It is important to ask someone first if they will be your reference.** If they say yes, ask for their email address. Once you enter their information on the “References and Signature” page, your reference will receive an email with a link to your online application reference form. Once they complete the reference they will not be able to access your application again. The references must be complete before you may submit your application. You will need to select one Academic Reference (a teacher that would speak highly of you) and one General Reference (anyone, other than a family member, that can provide a character reference for you).

Application ID 1938		
References		
Every application must include two references. One reference must be a High School teacher that has taught you personally. The second reference may be a teacher, coach, community member, or job supervisor.		
The people submitting references CANNOT be related to you.		
Consider carefully who you will ask to be a reference and ASK THEM to be a part of the process BEFORE you enter their name into the application as they will be notified via email when you save this form.		
Please remember that it is your responsibility to verify the email addresses of your references.		
You will not be able to submit your application until the references have been completed.		
Academic Reference		
First Name	Last Name	Email Address <small>(Notified)</small>
Adam	Teacher	ateacher@gips.org
General Reference		
First Name	Last Name	Email Address <small>(Notified)</small>
Sally	Administrator	sadministrator@gips.org
Please continue to check the status of your references.		
You will not be able to submit your application until the references have been completed.		
(Notified) - Indicates the reference has been sent a form link by email.		
(FAILED) - Indicates the reference email is incorrect and bounced. You must correct the email address.		
(Completed) - Indicates the reference has completed the form and submitted it as complete.		
Click the box next to each statement if you agree		
I understand that submitting my application is the first step in the admittance process.		Agree <input type="checkbox"/>
Signature		
By entering my name I affirm that the information in this application is true and accurate to the best of my knowledge.		Joe Student
Remember to save your work 		

The questions a reference will be asked to complete are available for you to see. However, you will not be able to see what the reference enters. Click on the “Academic Reference” and the “General Reference” documents to see the reference form.

Monitor closely the progress of your references. **It is your responsibility to ensure your references complete the form.** The status of your references will be displayed on the “References and Signature” page next to their email address.

(Notified) – Indicates the reference has been sent a form link by email.

(FAILED) – Indicates the reference email is incorrect and bounced. You must correct the email address.

(Completed) – Indicates the reference has completed the form and submitted it as complete.

You will not be able to submit your application until both references have been completed. Please check on your application to ensure that the references are complete. Once both references show as Completed, you may click on the Submit button at the top of your application to finalize your application.

Essay Questions

There are essay questions that appear throughout the application. It is important to read each essay question carefully and answer to the best of your ability. Show the review committee who you are through your writing. We recommend you use the Six Traits Model (found on the Tell Us About You page) to guide your writing. It is also suggested you write your essay in another program and then copy/paste it into the application. PROOF the essay once it has been pasted. Sometimes character errors happen and need to be edited. DO NOT USE YOUR NAME. Our review committee does not have access to your contact information and do not want to see your name in the essay.

What if I have questions?

There are several places within the application to get more information. On some pages you will find links you can click on to get more information on how to complete the application. On the Additional Information for Your Scholarship page, there is a link to all of the scholarship guidelines. At the top of all the pages you can click on Online Help. In the Application Form Sections, you can hover your mouse over icons to see what needs to be completed on a page. If you cannot find an answer to your question, contact the system administrator at menck@gips.org.