

# REGIONAL CAREER PROGRAMMING (RCP)

## Dual Credit Partnership

Youth Train in Trades (YTT)

RECEIVED ON:

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*Date Received*

*UFV courses may qualify for DUAL CREDIT, giving students additional credits towards the high school completion certificate.*



**Chilliwack  
School District**

**UNIVERSITY  
OF THE FRASER VALLEY**

## Tips & Tricks for Applying for a Dual Credit Program

*Dual credit programs are highly competitive, while we try to accommodate all students, we are limited by the amount of seats awarded to us by our Post Secondary partners. We need to ensure that we provide them with the most suitable candidates. We look for students with academic success, but also experience, responsibility, attitude, effort and maturity in terms of being ready for a university level program where you will be treated as an adult.*

1. This is a student-driven application. Please answer all questions in as much detail as possible. Be honest and include explanations and details where appropriate. The entire application process should take you upwards of 4 hours minimum. Take your time and be thorough. Have someone you trust review your application before you submit.
2. **Meet and check** with your school-based counsellor to ensure that you meet all the requirements of the program you are selecting (ex: You are registered to complete English 12 in an advanced manner).
3. Check the University website for the **MINIMUM** requirements and pre-requisites, then go above and beyond. (Ex. The course requires Physics 11: you should consider taking Physics 11 and Physics 12. The higher the course, the higher your letter grade, the better your application reads).
4. Your **PEN** number is **NOT** the same as your school student number. Your **PEN** number can be found on the top of your report card and is 9 digits long.
5. Please provide **YOUR** cell phone number and a current **personal EMAIL**. (Ex: first name last name@gmail.com). Please **DO NOT** use your school district email address. We will not accept Parent or Guardian emails.
6. **Resume:** Be sure to include, certificates, awards, volunteer experiences/work experiences and course work that are **targeted to your area of study**. (Ex: if you are applying to be in the Professional Cook program, be sure to include that you have taken culinary courses or have your Food safe level 1. **Or** if you are applying to the Early childhood Education program, you should note that you have worked with children and young people).
7. **Cover Letter:** Your cover letter should be addressed to:  
**Selection Committee – Dual Credit Programs**  
**(Name your specific program ex: RCP or ECE)**  
8430 Cessna Drive  
Chilliwack, B.C.  
V2P 7K4
8. When asking for a teacher/school-based reference, it is recommended that you provide your reference a copy of your resume and cover letter so that they can speak to your skills and experience directly. Additionally, when selecting who should be a reference for you, consider asking someone who can speak positively and confidently about you, your skills, your attendance and attitude. The references need to be completed on the application-based form **NOT** as separate letters. It is important to provide your reference with enough time to complete the form accurately – this means **NO** last-minute asks.



**Chilliwack  
School District**  
CAREER EDUCATION

## Application & Information

UFV is a fully accredited, degree granting, regional university with campuses and locations in Abbotsford, Chilliwack, Mission and Hope.

UFV is pleased to offer to academically capable secondary students, enrolled in high schools within the University of the Fraser Valley region, youth trades training dual credit programming.

This training is for high school students who are able to complete their required core courses to meet the graduation requirements for grade 11 and 12 in an accelerated manner, including UFV courses in their last secondary school year. Students will need to meet UFV's entrance requirements for the program, including any necessary entrance exams.

UFV courses may qualify for **dual credit**, giving the additional credits needed to receive the high school completion certificate.

Applications must be received on or before the deadline. late applications will not be considered.

**PROGRAM:** (Please select the program you are interested in)

**YEAR:** 2025-2026

Architectural Drafting  
Auto Collision Repair & Refinish  
Automotive Service Technician  
Carpentry  
Construction Electrician  
Electronics Technician  
Heavy Mechanical  
Plumbing & Piping Professional  
Cook  
Welding

\*\*Students can indicate their FIRST and SECOND choice of program by selecting them in the dropdown menus below.

**Program Choice #1**

**Program Choice #2**

## Application Requirements

Applicants must meet the following requirements:

### STEP 1

- Eligible students must be in their Grade 11 school year
- Students must meet their High School Graduation requirements for Grade 11 and 12 in an accelerated manner
- **Application Package Checklist:** complete and submit to your school representative by **MARCH 6th, 2025 AT 2:00PM** (*requires both student and parent signatures*)
  - *Applications will be accepted early by your Work Experience Facilitator, Career Advisor, or Dual-Credit Apprenticeship Facilitator.*
  - *No requests for application extensions will be granted*
- Application Forms:
  - Student Information
  - Statement of Interest and Intent
  - Teacher Reference Form
  - School Reference Form
  - Resume
  - Cover Letter

### STEP 2

Students will be notified of their acceptance no later than **April 7, 2025**. Students will be required to complete an additional UFV application component upon acceptance into this program (UFV application fee will apply).

**Only completed application packages will be processed.**

## Student Information

Legal Last Name:	
Legal First Name:	
Usual Last Name:	
Preferred First Name:	
Birth Date: (Day/Month/Year)	
Home Phone:	
Student Cell Phone:	
Student Personal Email:	
Home School:	
Grade:	

### IMMIGRATION/CITIZENSHIP STATUS

International Student

## Address Information

Street Address:	
City:	
Province:	
Postal Code:	
Mailing address: (if different)	

## Specialized Programming

Have you had learning assistance or accommodations in middle or highschool? Yes No  
 ELL (English Language Learner) Yes No  
 Special Education: Program? \_\_\_\_\_ Yes No  
 I have an IEP (Individualized Education Plan) Yes No

*\* Students may be connected with UFV Accessibility Services if they are accepted into the program before their program begins. \**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## Teacher Reference Form (to be completed by your teacher)

Student Name:		Current Grade:	
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This student wishes to apply to the University of the Fraser Valley as a student in a Regional Career Program. The student is expected to participate in university-level courses to complete credits for their chosen career program. Please assist with the selection process by providing information for the following items and providing your brief comments as necessary. Thank you.

	Please check each item as (4) Excellent (3) Good (2) Satisfactory (1) Needs Improvement			
	4	3	2	1
Punctual/ Attendance				
Enthusiastic and interested				
Initiative				
Responsible / Accountable				
Temperament / Personality / Accept Criticism				
Accurate / Able to follow instruction				
Able to work independently				
Dependable / Reliable				
Adaptable / Adjusts to new situations				
Able to get along with others				
Do you feel this student is adequately prepared and sincerely interested in a university level course?	Yes		No	
Do you feel this student is capable of successfully completing a university level course?	Yes		No	
Has this student received additional support during their Academic Education (i.e. IEO, learning assistance, other resources... etc.)	Yes		No	
<b>Comments:</b>				

**Completed by school district:**

Name:		School:	
Position:		Phone/Email:	
Signature:		Date:	



## School Reference Form (to be completed by your counsellor, vice-principal, or principal)

Student Name:		Current Grade:	
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This student wishes to apply to the University of the Fraser Valley as a student in a Regional Career Program. The student is expected to participate in university-level courses on campus at UFV. This program will provide dual credit to the student.

Please assist with the selection process by providing information for the following information items and providing your brief comments as necessary. Thank you.

Please check each item as (4) Excellent (3) Good (2) Satisfactory (1) Needs Improvement	4	3	2	1
Punctual/ Attendance				
Enthusiastic and interested				
Initiative				
Responsible / Accountable				
Temperament / Personality / Accept Criticism				
Accurate / Able to follow instruction				
Able to work independently				
Dependable / Reliable				
Adaptable / Adjusts to new situations				
Able to get along with others				
Do you feel this student is adequately prepared and sincerely interested in a university level course?	Yes		No	
Do you feel this student is capable of successfully completing a university level course?	Yes		No	
Has this student received additional support during their Academic Education (i.e. IEO, learning assistance, other resources... etc.)	Yes		No	
<b>Comments:</b>				

**Completed by school district:**

Name:		School:	
Position:		Phone/Email:	
Signature:		Date:	