Frisco ISD Career & Technical Education Center
Online Work-Based Learning Application

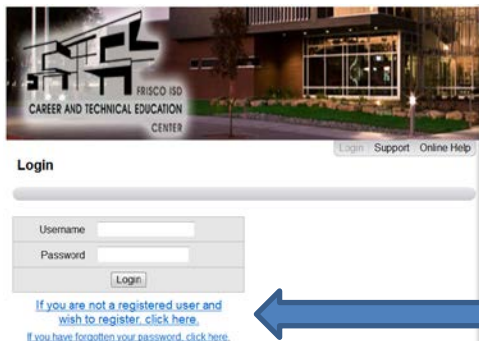<mark>**PLEASE READ THESE INSTRUCTIONS BEFORE YOU BEGIN!**</mark>
Failure to complete the form correctly will result in non-consideration for the Program of Study.

1. Use the link provided below or on the CTE Center website to access the application.
   Use Chrome or Internet Explorer 10 or higher browser.

   https://fcte.eformsolutions.com/fcte/application

2. Log in as a new registered user. Select the option **"If you are not a registered user and wish to register, click here."**

   Complete the New User Attributes.
   Email Address (Username) – **This MUST BE your FISD Google email address**
   Password – Please write this down and keep in a safe place. **We suggest your school ID number.** The CTEC will NOT have access to retrieve lost passwords.
   Click **Create Account** button

3. You will need to complete each page/section and **SAVE** each page/section before moving to the next. The **SAVE** icon is located at the top right hand side of each page.

   Frisco ISD CTE Application Sections

   A. **Pre-Requisite Acknowledgment**
      Reminder: Most work-based learning courses require students to provide their **OWN TRANSPORTATION** to and from field sites. Ride sharing is not allowed because of the varied sites of each program.

   B. **General Information**
      Select the course you wish to apply for.
      - Architectural Design II
      - Child Guidance
      - Child Guidance-Practicum
      - Culinary Arts
      - Culinary Arts-Advanced
      - Education and Training
      - Education and Training-Practicum
      - Electrocardiogram (EKG)
      - Emergency Medical Technician (EMT)
      - Health Science Clinical
      - Pharmacology
      - Practicum in Government
      - Practicum in Graphic Design and Illustration
      - Practicum in Marketing
      - Practicum in Veterinary Medical Applications
      - Sports Management

   C. **General Questions and Information**
      Briefly answer the three questions listed.

D. References

All references will be submitted online following the instructions given in the application for this section. You will list the FISD email addresses of five of your **CURRENT** teachers. You **MUST** include the teachers of all pre-requisite courses. Ensure that the spelling of each of the email addresses is correct.
--Incorrect spelling of teacher email will prevent your reference from being submitted.

Helpful Tool: FISD Staff Email Website Search: http://www.friscoisd.org/about/resources-and-information/staff-email-search

Teachers will receive an auto-generated email notifying them that you have requested a reference. The teacher will click on a link to complete the reference form.

It is strongly advised that you check with your teachers regarding the CORRECT spelling of their email address before submitting them and that you follow-up on the completion of the reference. The auto-generated email may go to their junk mail or spam folder.

It is **YOUR** responsibility as the applicant to verify that your teachers have completed and submitted their reference.

> 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.
> Bounced emails will NOT be marked. It is your responsibility to check with the teacher if your form remains in the **(Notified)** state.

You will NOT be able to submit your application without completed references.
Late applications will NOT be accepted.

E. Attendance and Discipline

This page will have a **YELLOW** check when complete if you do not need to explain Attendance or Discipline.

F. Student Acknowledgement

Type your name to acknowledge.
Note: Completion of this Participation Form/Application is **NOT** an acceptance to the program.

4. When completed, **SUBMIT** your application by clicking the SUBMIT button. Do not submit your application until you are absolutely sure it is complete. You may work on your application and come back to it until you have completed it. You do not have to complete your application in one sitting if your schedule does not allow. Once you submit, you will not be able to go back and edit.

Once your application is submitted, you will receive an email confirming the application has been successfully submitted.

5. The **DEADLINE** for submitting your application is **February 17th at 4:00.**

DO NOT WAIT until 3:30 on February 17th to submit your application. Leave time to handle technology issues if needed.

It is **YOUR** responsibility to check the status of your application. Verify that the application reflects the **SUBMITTED** status.