

PLEASE READ THESE INSTRUCTIONS BEFORE YOU BEGIN!

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 Program Qualification Form.
Use Chrome or Internet Explorer 10 or higher browser. Chrome is preferred.
Do not use your phone to complete the form.

<https://friscocte.eformsolutions.com/landing/sign-in>

2. Select 

Complete the New User Attributes.

First Name/MI/Last Name

Email (also your username) – **This MUST BE your FISD Google email address**

Confirm Email

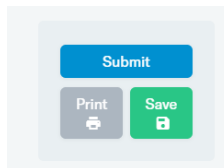
Password – Please write this down and keep in a safe place. **We suggest your school ID number.** The CTEC will NOT have access to retrieve lost passwords.

Confirm Password

User Type – Applicant

Click **Create a New 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 on the left side of each page.



4. Click the **Apply** button to begin your qualification form.

Frisco ISD CTE Center Program Qualification Sections

1. Pre-Requisite Acknowledgment

Select the course(s) you wish to apply for. If applying for more than one course, select **ALL** courses here.

- Architectural Design II
- Child Guidance
- Child Guidance-Practicum
- Culinary Arts
- Culinary Arts II
- Education and Training
- Education and Training-Practicum
- Pharmacology
- Practicum in Ag Structures and Equipment
- Practicum in Floriculture and Horticulture
- Practicum in Government
- Practicum in Graphic Design and Illustration
- Practicum in Information Technology
- Practicum in Marketing
- Practicum in Sports Broadcast I
- Practicum in Sports Broadcast II
- Practicum in Veterinary Medical Applications
- Sports Management
- INCubatoredu

Transportation

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.

Click the **Save** button and then click section **2. General Information** on the left side to move to the next section.

2. General Information

Make sure your email address is correctly entered. **No spelling errors.** This email address will be used to contact you regarding your application.

Click the **Save** button and then click section **3. General Questions and Information** on the left side to move to the next section.

3. General Questions and Information

List any pre-requisite courses you have completed or are in the process of completing.

Click the **Save** button and then click section **4. Teacher Contacts** on the left side to move to the next section.

4. Teacher Contacts

Teacher contacts will be submitted online following the instructions given in the form for this section. You will list the FISD email addresses of five teachers. You **MUST** include at least one teacher of a pre-requisite course. If the pre-requisite teacher no longer teaches in FISD, list another current teacher. The pre-requisite teacher may be a teacher who is not a current teacher this year.

Ensure that the spelling of each of the email addresses is correct.

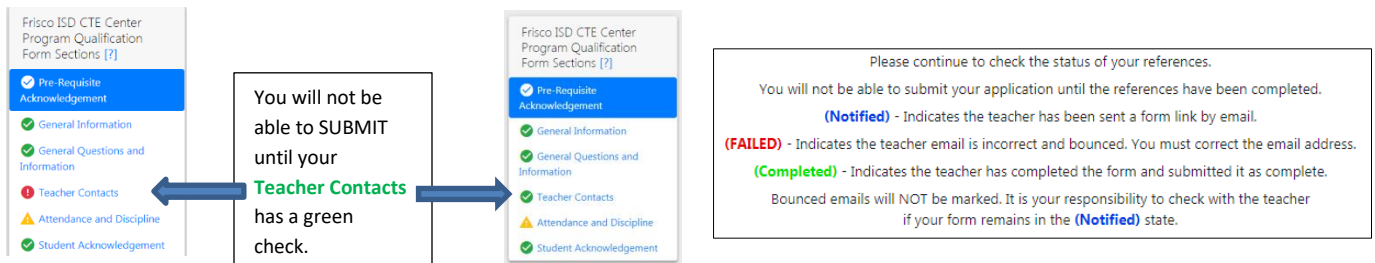
Incorrect spelling of teacher email will prevent the rubric from being sent.

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 listed them on your Program Qualification Form. The teacher will click on a link to complete the rubric.

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

It is **YOUR** responsibility to verify that your teachers have completed and submitted the teacher qualification rubric. **Red** symbol represents an incomplete rubric – **Green** symbol represents a completed rubric.



The red box around your reference means that the teacher either has not completed the rubric or you have misspelled their email address. Check with your teacher!

The screenshot shows the 'Teacher 1' form with three input fields: 'First Name', 'Last Name', and 'Email'. The 'Email' field contains 'Teacheremail@friscoisd.org'. Below the fields, the status is 'None'. A red box highlights the entire form, and a red error message at the bottom states: 'Teacher 1 is not complete'.

You will NOT be able to submit your form without completed rubrics. Late Program Qualification Forms will NOT be accepted.

Click the **Save** button and then click section **5. Attendance and Discipline** on the left side to move to the next section.

5. Attendance and Discipline

Fill in the number of days you have been absent this school year.

6. Student Acknowledgement

Type or Draw your name to acknowledge. Click the **Save** button to save your acknowledgement.

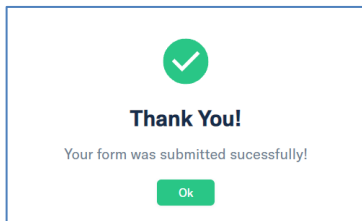
Click the **Save** button.

Note: Completion of this Qualification Form is **NOT** an acceptance to the program.

5. When you have completed your form and ALL teacher rubrics have been submitted by your teachers, **SUBMIT** your form by clicking the **SUBMIT** button.

Do not submit your form until you are absolutely sure it is complete. You may work on your form and come back to it until you have completed it. You do not have to complete your form in one sitting if your schedule does not allow. Once you submit, you will not be able to go back and edit.

Once your form is submitted, you will see a pop-up confirming that you successfully submitted the form.



You will NOT be able to submit your form without completed teacher rubrics. Late Program Qualification Forms will NOT be accepted.

6. The **DEADLINE** for submitting your Program Qualification Form is **January 10th**.

DO NOT WAIT to submit your form. Leave time to handle technology issues if needed.

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