

Carmel High School Career & Technical Education (CTE) Application
(see back page for more information on this CTE program)

Complete & Return by Friday, 12/14/18- NO EXCEPTIONS
NOTE: YOU MUST COMPLETE AN APPLICATION EVEN IF YOU
ALREADY TOOK THE TEST

_____	_____	_____
Last Name	First Name	Year of Graduation
_____	_____	_____
Street Address	Town	Zip Code

CIRCLE ONE:

Yes, I am interested in attaining this endorsement on my Diploma. **(Please note the deadlines that need to be adhered to in order to attain the CTE endorsement.)**

No, I am not interested in attaining this endorsement on my Diploma

HAVE YOU TAKEN THE CTE TEST? (CIRCLE ONE) YES NO

List all COMPLETED business education courses & grades:

<u>Course</u>	<u>Final Grade</u>	<u>Course</u>	<u>Final Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all IN PROGRESS (current) business education courses:

<u>Course</u>	
_____	_____
_____	_____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Dear Parents:

Your child has the option of participating in a Career & Technical Education (CTE) program in Business Management & Administration through the Business Education Department at Carmel High School. CTE is a NYS certified Program that allows students to receive a prestigious endorsement on their diploma after meeting specific business education course/sequence requirements. CTE programs seek to help students transition from high school to college and into family-sustaining wage careers. As a result, our students will become more marketable in their college and/or career search.

CTE COURSE SEQUENCE: 5-credit Career and Technical Education (CTE) sequence in **Business Management & Administration**). To receive the CTE endorsed Regents diploma, students must complete the following (in any order):

Core courses (3 credits)

- Math & Financial Applications (1 credit)
- College Management (½ credit)
- College Sports & Entertainment Marketing (½ credit)
- College Business Law (½ credit)
- College Business Economics (½ credit)

Choose 2 credits from the following courses:

- Work Experience (½ credit or 1 credit)
- Independent Study (½ credit or 1 credit)
- Digital Media 101 (1 credit)
- College Accounting (1 credit)
- Video Game Design I (½ credit)
- Video Game Design II (½ credit)
- Career and Financial Strategies (1 credit)

In addition to completing the 5 credit sequence in Business Education, the student must complete:

1. Either:

- a. A total of Four (4) hours of Job Shadowing (a minimum of two (2) separate jobs must be shadowed) (see verification form) **OR**
- b. A total of Eight (8) hours of Community Service in at least two (2) separate events. (see verification form)

2. You must pass a nationally certified exam in Business Management. **The exam will be given after school.**
3. Complete a Business/CTE portfolio (this requirement is met through student progress in each course). **Completed CTE Portfolio is due MARCH 27th, 2020 by 2PM (no exceptions). Students must complete this portfolio by the deadline or they will not receive the CTE endorsement.**

For more information, please visit the CHS Career & Technical Education Website or call us at 845-225-8441 X 466. We look forward to helping your child become more college & career ready.

Thank You,

CHS Career & Technical Education (CTE) Department