



### ***CTE Workforce Training Course Dual Credit Authorization Form***

The CTE dual credit program allows students to take NIC courses offered by the Workforce Training Center for federally registered apprenticeship programs prior to high school graduation. The high school, not North Idaho College, determines if courses will satisfy high school graduation requirements. Therefore, my student agrees to meet with his or her high school counselor prior to registering for NIC classes *each* semester.

#### **Student Information**

Legal Name	First _____	Middle _____	Last _____
Date of Birth	MM/DD/YY _____	Personal Email	_____
High School	_____	Cell Phone (    )	_____
Class Request	_____		

#### **Parent/Guardian Acknowledgement**

1. My student has chosen to enroll in the NIC CTE Workforce Training Dual Credit program. I understand the information on this handout and give permission for my student to participate until he/she graduates from high school or is no longer eligible for dual credit.
2. I understand that my student's account will be assessed tuition on a per course basis which may not exceed \$500 per course and \$1000 per year. Additional fees may be assessed for labs, equipment, etc. Tuition and course fees must be paid according to NIC Workforce Training's payment schedule.
3. I understand that my student will be responsible for registering, dropping, adding, and withdrawing from courses according to CTE Workforce Training timelines. Failure to meet deadlines may result in my student being dropped from classes or owing for classes they did not drop.
4. I have read and understand the FERPA privacy law at [www.nic.edu/ferpa](http://www.nic.edu/ferpa).

#### **Parent/Guardian Access to Records & FERPA**

The Family Educational Rights and Privacy Act (1974) is a federal law designed to protect the privacy of education records and is enforced by the Family Policy Compliance Office of the U.S. Department of Education (FPCO). Essentially, the act states that 1) "students" must be permitted to inspect their own "education records" and 2) "school officials" may not disclose personally identifiable information about a students without written permission from the student.

#### **Students authorizing NIC to release record information to their parents/guardians must complete a Consent for Release of Information.**

5. High school students attending NIC (on or off campus) are not covered by NIC accident insurance as dual credit students do not pay the NIC Insurance fee. I expressly acknowledge that it is my responsibility to ensure that my child is covered by medical insurance, individually, or as a part of an organization and that NIC will not provide such coverage.
6. Workforce Training Courses are not subject to a regular semester, they can begin and end at any point throughout the year. Some of them can be 9 months long, while other courses can be 4 weeks long.

#### **Transferring NIC Credits**

- Students enrolling at a college or university other than NIC will need to transfer their NIC Apprenticeship information.
- The institution where a student may attend makes the final decision about acceptance of courses.
- It is the student's responsibility to check with the receiving institution on the transferring of dual credits.

Student's Signature	Date
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I acknowledge I will meet with Workforce Advisor to assess my progress at the midway point in the program I have chosen.

Parent's/Guardian's Signature	Date
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**Counselor Approval**

I confirm that this student is eligible to participate in the Dual Credit Program at NIC. This student is at least 16 years old at the start of the semester **or** has successfully completed a minimum of one-half of the high school graduation requirements as certified by the high school and is considered to be **academically capable** of completing college level courses.

Student's Age \_\_\_\_ Student's Cumulative HS GPA \_\_\_\_\_ Student's Anticipated Date of HS Graduation: \_\_\_\_\_ Month/Year

One half of student's HS requirements are met: Yes \_\_\_\_ No \_\_\_\_ Student EDUID # \_\_\_\_\_

**Exception Explanation**

Yes \_\_\_\_ No \_\_\_\_ This student has less than a 3.0 cumulative high school GPA.

Yes \_\_\_\_ No \_\_\_\_ This student is a CTE dual credit student and meets the required 2.0 minimum cumulative high school GPA.

Yes \_\_\_\_ No \_\_\_\_ This student is under 16 years old at the start of the semester and is taking dual credit in their district high school and will not be attending classes on an NIC campus.

I, the undersigned counselor, understand that the student is responsible to meet with me each semester to review his/her plans to register for NIC courses so that I can advise him/her of applicability for high school credit as well.

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of High School