

First and Last Name: _____

Student ID: _____

Program Choice #1: _____ Program Choice #2: _____

Is My BCTC Application Complete?

Directions: Check each item upon completion. Be sure that all completed materials are attached prior to your submission to the counseling office (this form, the essay, and the admissions agreement).

_____ I have completed the [BCTC online application](https://berkscareer.com/apply-to-bctc/). It can be found at this link: <https://berkscareer.com/apply-to-bctc/>. Please make sure to select Boyertown as your School District.

_____ I have spoken to 2 of my teachers about being a recommender for my BCTC application. I have listed the teachers who have agreed to be my recommender below. If I am using an employer, it will be one that works within the field related to my chosen program.

Teacher 1: _____

Teacher 2 (OR Employer): _____

_____ I have filled out the top of the teacher recommendation forms with my name and program choice and provided both teachers with the form. I asked the teachers to turn in the form to the school counseling office.

_____ I have watched the video explaining how to complete the BCTC essay and carefully followed each step of the prompts. I also reviewed my work for spelling, punctuation, and grammar. My completed essay is attached to this form.

_____ **Optional:** If you need to request a specific BCTC session (AM or PM) due to a scheduling conflict with sports, band/choir/orchestra, ROTC, or another activity, please note your preferred session and the reason below. While we cannot guarantee your first choice, your request and reasoning will be taken into consideration.

Session request: _____

_____ My parent/guardian and I have completed the admissions agreement, including the health insurance section. I have attached the completed admissions agreement to this form.

Important Notes

1. All of the information to apply to BCTC can be found at this website:
<https://www.boyertownasd.org/Page/6144>.
2. You are responsible for requesting teacher recommendations.
3. You are responsible for submitting your BCTC application within the deadline required.
4. For more BCTC resources, please go to this website:
<https://docs.google.com/document/d/18KByDfVI-RtMS8WuVlpx0a6p7ctFkkHt-gEbNCVY46I/edit>

BERKS CAREER & TECHNOLOGY CENTER

TEACHER RECOMMENDATION

NAME OF STUDENT: _____ **PROGRAM CHOICE 1:** _____

SENDING SCHOOL: _____ **PROGRAM CHOICE 2:** _____

The student has applied to the Berks Career & Technology Center. Please evaluate the individual based on the qualities numbered 1–10 by circling the box that best describes the student. Once completed, return the form to the District Counseling Office.

PERSONAL FACTORS	5	4	3	2	1
1. COOPERATION: Willingness to work well with others, showing empathy and a commitment to shared success	Always cooperative	Usually cooperative	Cooperative	Reluctant to cooperate	Openly uncooperative
2. ATTITUDE TOWARDS AUTHORITY: Willingness to follow directives and respond positively toward teachers and administrators	Understands and appreciates need for authority	Shows evidence of accepting authority well	Appears to accept reasonably well	Accepts with resistance	Definitely resents authority
3. ATTITUDE TOWARDS LEARNING: Shows a willingness to learn and try again, embracing new knowledge and techniques to improve and grow	Constantly seeks additional training	Willingly accepts training	Accepts training if sees advantage	Accepts training only under pressure	Definitely resists
4. LEARNING RATE: Quickly learns new tasks and routines, producing appropriate and reliable work output	Very apt, needs little instruction	Learns readily in a short time	Learns without difficulty	Learns slowly with effort	Learning extremely difficult
5. RESOURCEFULNESS: Adaptable and flexible, using creativity to solve problems and complete challenging tasks	Exceptional capacity for problem solving	Usually resourceful & creative	Generally resourceful	Limited problem solving skills	Lacks resourcefulness & problem solving skills
6. INITIATIVE: Self-motivated and goal-oriented, with strong independent work habits	Always self-reliant & motivated	Almost always self-reliant & motivated	Shows initiative & motivation	Limited initiative & motivation	Lacks initiative & motivation
7. RESPONSIBILITY: Dependable and reliable, carries out tasks in timely fashion	Always dependable, assumes much responsibility	Very dependable & reliable	Usually dependable & reliable	Somewhat dependable	Unreliable
9. QUALITY OF WORK: Accuracy of completed work	Consistently high quality & exceeds standards	Often exceeds standards	Usually meets standards	Work often incomplete & below standards	Work rarely complete & always below standards
9. SAFETY: Careful and organized; follows rules	Always careful & organized	Almost always careful & organized	Usually careful & organized	Often careless & disorganized	Dangerously careless & extremely disorganized
10. READINESS FOR PROFESSIONAL SETTING: Good communication skills, appropriate coping mechanisms & hygiene, ability to organize school and personal materials, demonstrates self-control skills	Always appropriate behavior & strong employability skills	Almost always appropriate behavior & good employability skills	Usually appropriate behavior & average employability skills	Often inappropriate behavior & poor employability skills	Consistently inappropriate behavior & employability skills need improvement
SCORE SUMMARY - COLUMN TOTALS:					
					TOTAL SCORE:

TEACHER'S SIGNATURE: _____ **SUBJECT TAUGHT:** _____ **DATE:** _____

Career Exploration Evidence



To be completed by the student/applicant, except for those applying to the 9th Grade Early Admissions, Service Occupations, or Medical Health Professions programs. Applicants to the 9th Grade Early Admissions and Service Occupations programs will participate in a meeting with BCTC staff prior to acceptance, whereas applicants to the Medical Health Professions program are required to complete a separate essay as part of the application process. The essay prompt for the Medical Health Professions program can be found on page 2.

DIRECTIONS: Based on the BCTC Programs you are applying for, please complete a typed response to the following prompts using O*Net (**O*NET OnLine**) for EACH program choice in complete sentences. (Ex. Applying for Cosmetology as 1st choice and Culinary as 2nd choice; a response for all the below prompts will be completed for Cosmetology; and then again for Culinary). *Medical Health Profession applicants, please see page 2.

Using full sentences, please complete the following Career Exploration for 1 occupation from each program area you are applying to. For Example, a student applying to Heavy Equipment Technology-an example occupation in that area may be Mobile Heavy Equipment Mechanics.

*Suggestions of specific occupations within a program area can be found by using the program name in the Occupation Keyword Search on O*Net.*

What are **3 Tasks** that would be specific to the selected Occupation/Program.
(Ex. Three tasks that are specific to Heavy Equipment Mechanics would be:)

What are **3 Work Activities** that would be an Occupational Requirement for the selected Occupation/Program.

What are **3 Work Contexts** that would be Occupational Requirements for the selected Occupation/Program.

What are **3 Skills** that would be Worker Requirements for the selected Occupation/Program.

What are **3 Abilities** that would be Worker Characteristics for the selected Occupation/Program.

Personal Reflection: Choose one response from the above that you may find challenging AND one that would be a strength or you would enjoy and explain why.

(Ex. An area I would find challenging is the Work Context of a Painter spending hours doing repetitive labor because I would find that boring and tiring; An area I would enjoy is the Work Context of a Painter working outdoors as I love being outside.)

Remember: Do this for each program you are applying to.

Medical Health Professions Essay



To be completed by the student/applicant applying to the Medical Health Profession program only. All other students, please refer to page 1.

DIRECTIONS: In an essay format, please respond to the following prompt.

Think about the kind of healthcare professional you'd like to become. What role or specialty appeals to you most, and why? Explain how your personal qualities, experiences, or goals make you a strong candidate for this career path.

BCTC ADMISSIONS AGREEMENT

Student's Name: _____ **Date of Birth:** _____
(month, day, year)

Choosing to attend Berks Career & Technology Center (BCTC) requires making an informed and responsible career decision. A student's success and continued enrollment will depend on the following:

- Regular attendance – You will be expected to be prompt and attend regularly.
- Positive Behavior and Self-Discipline – You will be expected to work cooperatively with all staff and students. In addition, respect and self-control and good citizenship is expected at all times.
- Effort and Safety – You will be expected to participate actively in all educational activities as directed by the teacher, achieve to the best of your ability, and adhere to all safety rules and regulations. Furthermore, you agree not to attempt to perform any procedure, use any tools/equipment, or handle any supply or material without proper training and the approval of the assigned teacher.
- Financial Requirement – You will be required to purchase certain items that uniquely pertain to your particular program (e.g. personal safety equipment, clothing, selected tools, and textbooks/workbooks).

Both students and parents/guardians acknowledge the inherent risk and potential for injury involved in career and technical programs and agree to the aforementioned requirements as a condition for acceptance. As a parent/guardian, I consent to allow my child to receive emergency first aid at BCTC in the event of sudden illness or accident. If their condition should require treatment by a doctor and none of the emergency contact persons listed can be reached, I further give permission for my child to be transported by an ambulance or responsible person to the nearest hospital or physician available. I will assume the necessary expense if any. I understand BCTC does not carry insurance to protect my child from expenses due to accidents and that student accident insurance is available through my own school district. I give permission for my child to be administered selected over-the-counter medications as recommended by the school's Doctor of Record during school hours if requested by my child. Prescription medications will only be administered after receiving an order from a physician. Furthermore, I relieve BCTC and its employees of any and all liability for the administration of medication.

I have a preference that _____ Hospital be used.
Student's Health Insurance Company _____.

Consistent with Section 438 of the General Education Provisions Act, Title IV of Public Law 90-247 (Confidentiality of Records), we hereby give permission for the release of any and all school records concerning the applicant. This may include such things as the student's name, address, birth date, grade completed; results of various standardized tests, grades, attendance records, discipline reports, teachers' recommendations, family background, health and dental records. We understand this record will be treated with complete confidentiality and that only authorized school personnel may review the verified information without signed consent. I may review and correct these records in accordance with the BCTC's Records Policy which is available at BerksCareer.com. Furthermore, students who fail to complete the year successfully and/or do not earn the required OSHA safety card cannot return the next year. Your signatures indicate full knowledge that failure to comply with the requirements may result in removal from BCTC and reassignment to a more appropriate educational program.

I am committed to the admission agreement and request admission to the program/course as indicated on this application.

(Student Signature)

(Date)

BCTC ADMISSIONS AGREEMENT (cont.)

CONSENT AUTHORIZATION - I am the parent or legal guardian of the student applicant, have examined the information on this application including course selection(s) and agree with the terms of the Admissions Agreement.

(Parent/Guardian Signature)

(Date)

Consistent with Pennsylvania School Code § 13-1304-A (Safe Schools), I hereby swear or affirm that my child ☐ **was** ☐ **was not** previously suspended or expelled, or ☐ **is** ☐ **is not** presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for an act of violence committed on school property. I make this statement subject to the penalties of 24 P.S. § 13-1304-A (b) and 18 PA. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herein are true and correct to the best of my knowledge, information and belief.

(Parent/Guardian Signature)

(Date)

The BCTC Student Handbook will answer many of the questions you may have about the rules and activities here at the Career Center. PLEASE VISIT BERKSCAREER.COM TO VIEW THE ENTIRE DOCUMENT and for reference purposes.

Please give special attention to the following sections:

Section III titled "Student Code of Conduct/Discipline", and **Section XII titled "Acceptable Use of Internet, Computers and Network Resources"**. Within these sections you will find helpful information concerning our discipline policy and responsibilities required of all Internet users. Accepted students are also requested to review **Section I titled "Attendance"**. Since curriculum delivery at the Career Center greatly involves teacher demonstration and hands-on activities, student attendance is very important. Failure to attend school on a regular basis will have a great impact on a student's overall grade.

Parent/Guardian
Initials

Standing Orders Agreement

By initialing here, parent/guardian gives permission for his/her child to be administered selected over-the-counter medications (Tylenol, Motrin, or Tums) as recommended by the school's Doctor of Record consistent with BCTC's standing orders during school hours if requested by my child. Furthermore, I relieve BCTC and its employees of any and all liability for the administration of medication.

Please list any severe allergies that your child might have:

Does your child have special health problems, physical limitations, or any existing health conditions (i.e. sickle cell, seizures, or a pacemaker) that the Nurse needs to be aware of: ____Yes ____No. If yes, please list them:

Parent/Guardian
Initials

Student Photo/Video Disclosure

By initialing here, parent/guardian agrees to allow BCTC and the BCTC Education Foundation to use photographs or video images of my child on the website, in the Video & Media Content Production program, for marketing and recruitment, for special achievement, for recognition of my child in conjunction with local media, and for social media to market the school.

BCTC ADMISSIONS AGREEMENT (cont.)

Parent/Guardian
Initials

Virtual Instruction Disclosure

In cases of severe weather, it is possible BCTC may need to periodically implement a virtual learning model during the 2026-2027 school year. The virtual learning model is not intended to replace in-person learning and will only be utilized in the event our campus or programs are closed to in-person learning.

In the event of the implementation of a virtual learning model, I understand my son/daughter will be utilizing their video (webcam and audio) to participate in live class sessions through videoconferencing with their teacher(s), classmates, support staff and administration through the use of BCTC's web/audio conferencing and learning management system delivery services of Online Curriculum Systems and/or Microsoft Office 365. Furthermore, I also understand portions of these videoconferencing sessions may be recorded for student and teacher access after the class session. All recorded portions of the class lesson will be stored in a secure location where only members of the class and teacher can access them with username and password, for educational purposes.

Parent/Guardian
Initials

eSchoolData Parent Portal

By initialing here, parent/guardian accepts the responsibility to view all attendance and grades via eSchoolData through the eSD Parent Portal. To register for the Parent Portal please visit BCTC's website at BerksCareer.com and select Parents, then in drop down select Parent Portal. This will take you to the eSD Parent Portal site which you will then click on the online registration link to create a new user account.

Parent/Guardian
Initials

Telephone Customer Protection Act (School Messenger)

By initialing here, parent/guardian chooses to opt-in and give his/her consent to receive automated phone calls, emails, and text messages from BCTC that contain relevant important information pertaining to BCTC and my student. BCTC uses the SchoolMessenger notification service to send important information to families through phone calls, emails, and text messages. In order to comply with the Telephone Consumer Protection Act, BCTC is required to obtain consent to transmit automated phone calls, emails, and text messages. Consent is not required for contacts for "emergency purposes," defined as a call "made necessary in any situation affecting the health and safety of consumers." Please refer to page 5 of the Student Handbook for more detailed information.

Parent/Guardian
Initials

Educational App Disclosure

I understand BCTC uses a variety of different instructional and education resources. Students' information, security and safety are always a top priority. Therefore, we have compiled a listing of approved applications, and it can be found on our website at BerksCareer.com/page/technology. This list is changing as our needs and resources change. Please check this information for software that your student may use while attending BCTC. Check back to this site frequently as this list may change.

Confirmation of Student Readiness for Cluster – As part of the BCTC application, students apply to a program that falls within a larger career cluster. Each cluster includes programs that share similar working conditions, safety requirements, and learning environments.

By reviewing and initialing the appropriate cluster acknowledgment statement, you are confirming that the student is capable of meeting the expectations tied to that cluster and is likely to be successful in the conditions typical of its programs.

Please ensure you are signing off on the cluster(s) that aligns with the student's chosen program(s). The clusters and the programs within each are outlined on the next page.

Business & Information

Business Management & Entrepreneurship
Computer Systems Networking & Security
IT Programming

Communications

Advertising Art & Design Technology
Video & Media Content Production

Construction

Building Construction Occupations
Cabinetry & Wood Technology
Carpentry
Electrical Occupations
Heavy Equipment Operations
HVAC / Refrigeration
Masonry
Plumbing & Heating
Residential Painting & Interior Design

Engineering & Manufacturing

Drafting Design Technology
Mechatronics Engineering Technology
Precision/Computerized Machining Technology
Welding Technology

Healthcare

Dental Occupations
Health Occupations
Medical Health Professions
Sports Medicine & Rehabilitative Therapy

Services

Cosmetology
Culinary Arts
Early Childhood Education
Protective Services - Homeland Security
Protective Services - Law Enforcement
Service Occupations

Transportation

Automotive Collision Repair Technology
Automotive Technology
Diesel Technology
Heavy Equipment Technology
Recreational & Power Equipment Technology

Counselor/TC
Initials

Business & Information Technology Cluster

Programs in the Business & Information Technology Cluster will include the use of college-level textbooks, mathematical functions, extended periods of sitting while using multiple computer systems and applications, and lengthy reading assignments. Students will complete written assignments and projects in the classroom and at home to support their hands-on training.

Counselor/TC
Initials

Construction Cluster

Programs within the Construction Cluster involve extended physical activity, repetitive movements, and outdoor work in various weather conditions. Students will be exposed to environmental elements, high noise levels, and the use of ladders, scaffolding, and frequent operation of both power and hand tools. The tools, equipment, and machinery used in these programs present inherent risks, making strict adherence to all safety protocols not only expected but critical. Participation in these programs also require physical and manual dexterity, the ability to follow verbal and written instructions, and apply problem-solving skills using construction-related mathematics. Students will complete written assignments and projects in the classroom and at home to support their hands-on training.

Counselor/TC
Initials

Communications Cluster

Programs in the Communications Cluster will include the predominant use of technology through computer software and other industry tools such as cameras, lighting equipment, audio components, and printing devices. Participation in these programs will involve tasks requiring manual dexterity, effective verbal and written communication, and the use of mathematical concepts, including ratios, proportions, and measurements. Students will complete written assignments and projects in the classroom and at home to support their hands-on training.

Counselor/TC
Initials

Engineering & Manufacturing Cluster

Programs within the Engineering & Manufacturing Cluster involve both independent and group work using high-tech, industrial-grade equipment and electrical components, as well as the completion of tasks that require precise measurements and mathematical operations. Participation in these programs will require students to demonstrate attention to detail, the ability to solve fractional-decimal equations and conversions, and develop the skills to interpret and prepare blueprints and engineering plans. Equipment used in these programs may generate noise, heat, and sparks, and may involve sharp cutting tools and chemicals. The presence of these materials and machinery makes strict adherence to all safety protocols critical. Students will complete written assignments and projects in the classroom and at home to support their hands-on training.

Counselor/TC
Initials

Healthcare Cluster

Programs in the Healthcare Cluster will include topics such as infection control, safety and emergency procedures, ethical and legal responsibilities, anatomy and physiology, patient care and office procedures, normal body functions, mental health, and common injuries and illnesses. Participation in these programs will require students to demonstrate proper lab and clinical procedures on both mannequins and fellow students, including taking vital signs, performing CPR, and administering basic First Aid. Students will complete written assignments and projects in the classroom and at home to support their hands-on training.

Counselor/TC
Initials

Services Cluster

Programs in the Services Cluster will focus on customer service and helping individuals across a variety of professions. Students will be expected to work in a group of peers, as well as independently, with clients or young students, while using effective communication skills. Participation in these programs may include working with chemicals, taking precise measurements, and training in the safe and proper use of program-specific tools (e.g., scissors, razors, knives, batons, etc.). The tools, equipment, and machinery used in these programs present inherent risks, making strict adherence to all safety protocols not only expected but critical. Students will complete written assignments and projects in the classroom and at home to support their hands-on training.

Counselor/TC
Initials

Transportation Cluster

Programs within the Transportation Cluster involve lab experiences working on live engines from a variety of vehicles, along with exposure to high noise levels and odors from exhaust, gasoline, oil, and other automotive materials. Students will engage in physically demanding tasks such as crawling under vehicles, climbing onto equipment, standing, bending, or kneeling for extended periods, working in tight or elevated spaces, and using both power and hand tools. The tools, equipment, and machinery used in these programs present inherent risks, making strict adherence to all safety protocols not only expected but critical. These programs require physical and manual dexterity. Students will complete written assignments and projects in the classroom and at home to support their hands-on training. Students are also encouraged to obtain their driver's license prior to their senior year, as it is required for many certifications within this cluster.

Parent/Guardian Signature

Date

Student Signature

Date