



Kent Career Tech Center

a program of Kent ISD

CRIMINAL JUSTICE

STUDENT APPLICATION REQUIREMENTS

The CJ application is going virtual! We hope this makes our application process easier for everyone. Students who are interested in entering the KCTC Criminal Justice Program will find the digital application posted on our web page: TheTechCenter.org/cjapp

Please read completely for helpful tips for a successfully submitted application

DUE DATES

- Student portion of application due: March 6, 2023
- Referrals and Attendance portion due: March 13, 2023

PREPARING FOR YOUR APPLICATION

Make sure you have prepared the following BEFORE starting the application:

1. Gathered all 5 reference emails. See **REFERENCES ARE REQUIRED** section for more information.
2. Prepare and write the required essay.

Essay Topic:

“Why you want to be in the Criminal Justice Program? What qualities do you bring that will make you an asset to the CJ Program?”

We recommend you write your essay in a word processing program like Microsoft Word or Google Docs. This will allow for assistance on grammar and spelling.

SAVING YOUR APPLICATION

The application is big and may take a while. You can save your progress and come back later to work on it by clicking “Save to work on later.” An email will be sent to your email address you provided at the beginning of the application. This link will allow you to start back up where you left off.

Once you agree and sign the “Program Code of Conduct Agreement” you **MUST** submit. Once you submit you will not longer be able to edit.

AFTER YOU SUBMIT YOUR STUDENT APPLICATION

Once you have submitted your student application after the completion of the “Program Code of Conduct Agreement,” you will be asked to provide the following:

1. Name & email address of your Parent/Guardian.
2. Preferred language (English or Spanish) of your Parent/Guardian

REFERENCES ARE REQUIRED

When preparing to list a reference, be sure to ask for permission to utilize the individual as a reference. The following email addresses are required for the application process:

Area School Applicant References	Homeschool Applicant References
Required <ul style="list-style-type: none">• High School Principal• High School Teacher• School Resource Officer, Head of School Security or Discipline• School Counselor• Attendance or Guidance Secretary	Required <ul style="list-style-type: none">• Parent/Guardian CHOOSE FOUR of the following options for a reference: <ul style="list-style-type: none">• Police Officer• Pastor• Elected Official• Neighbor• Scouts Leader• Youth Group Leader• Coach• Music Lessons Teacher

Please be sure you have accurate email addresses. Inaccurate emails may lead to your application being incomplete, which will count against you.

Once you have completed the student portion of the application, be sure to talk to the references you provided email addresses for and share with them they will be receiving an email from “Eversign” or Vicki Bickel with the designated reference form. They may need to check their junk or spam folders if they don’t see them in their inbox.

ENGLISH OR SPANISH PARENT/GUARDIAN PERMISSION PAGES

At the end of the student portion of the application, the student will be asked if their parent/guardian prefers English or Spanish. This selection will then prompt the online system to send, via email, the selected language parent/guardian permission forms.

TECHNOLOGY ISSUES AT HOME?

If you have technology issues that prevent a parent/guardian from signing electronically, please digitally complete the student section of the application. Don’t forget you may use a school computer to complete the process. Once you have completed and submitted the application, please email cjapplication@kentisd.org for assistance with paper parent/guardian permission forms.