

## **Programs of Interest Frequently Asked Questions**

### **What is the timeline for applying to a Program of Interest?**

Applications for all Programs of Interest are typically accepted during the month of January. Specific dates can be located on the CTE website through the [Registration Timeline](#).

### **How do I apply for a Program of Interest?**

Students apply through the student's HAC- Home Access Account, NOT the parent's account.

Home school, private school and virtual school students without HAC access must pre-register online for the school year and complete the online application for a Program of Interest at that time. All documentation that is required for enrolling must be uploaded by the parent before the pre-registration will be considered complete.

### **How will I know if my application has been received?**

Verification emails for received applications are sent before close of the following workday. If you do not receive a verification email, please wait one day before calling the Career and Technical Education (CTE) office at 904-547-6000. Within your email notification, you will be informed if your application was completed correctly or if there are errors that need correction.

### **What do I do if I have forgotten my HAC username and password?**

Students may obtain their HAC account information from the computer operator at their current school.

### **How many programs may I request?**

Students may apply for up to three Programs of Interest and rank them in order of priority.

### **What are my chances of being accepted into a Program of Interest?**

There are a limited number of seats in all Programs of Interest. Due to the popularity of the programs, not all applicants are able to be accepted, especially within the Career Academies.

An electronic lottery system is used to determine which students get accepted when there are more applicants than openings in a program.

**Completing an application does NOT guarantee placement into any Program of Interest.**

**Does turning in my application early increase my chances for acceptance over a student who applies later?**

No. Students can apply anytime during the application timeframe. An electronic lottery system is used to determine which students get accepted when there are more applicants than openings in a program.

For this reason, eligible students may wish to apply for more than one Program of Interest.

**Do active military families receive priority?**

Yes. Per Florida State Statute 1003.05, “Dependent children of active-duty military personnel...shall be given first preference for admission...”

To receive this benefit, active military status must be verified and documented in the student information system. If it currently is not listed, active military parent(s) must present their military card(s) to the school Computer Operator to be listed as active military within the student information system prior to the close of the Program of Interest Application.

**If my sibling already attends a program at a non-zoned high school, can I attend that same school?**

Everyone who is interested in a certain Program of Interest must apply and follow the same process. Siblings do not receive preferential placements.

**What if I am not able to access the online application?**

For assistance, contact the Career and Technical Education (CTE) office at (904) 547-6000.

**Is transportation provided to a school that I am not zoned to attend?**

Transportation is NOT provided for out-of-zone students (except St. Johns Technical High School). If attending a Program of Interest outside of a zoned school, families are responsible for providing transportation. All regular busing rules apply to students attending programs at their zoned school.

**Are there any programs to which I can't apply?**

Students may not apply for a Program of Interest at an out-of-zone school if an equivalent program exists at the student's zoned high school. Programs that are replicated or equivalent are:

- International Baccalaureate (IB) Program at Allen D. Nease High School and Pedro Menendez High School OR Cambridge Advanced International Certificate of Education (AICE) Program at Beachside High School and St. Augustine High School
- Early College Program at Pedro Menendez High School and Toco Creek High School

- VyStar Academy of Business at Bartram Trail High School and Pedro Menendez High School
- JROTC programs at Allen D. Nease High School, Bartram Trail High School, and St. Augustine High School
- Academies of IT at Bartram Trail High School and Ponte Vedra High School
- Academy of Future Teachers/Educators at Creekside High School, Ponte Vedra High School, St. Augustine High School, and Toco Creek High School
- Academy of Future Healthcare Professionals Future Healthcare Professionals at Pedro Menendez High School and Toco Creek High School

This policy went into effect December 2015.

### **What happens if I apply late?**

Late applications are not included in the lottery. Late applications may be submitted during a specified Late Application Window. Visit <https://cte.stjohns.k12.fl.us/timeline/> for more information. Most Programs of Interest fill during the regular application window. If there are seats available in a program after the lottery, late applicants will be placed in the order the paperwork was received or added to the waitlist.

### **How do I apply if I moved into the area after the application timeline or if I moved here over the summer?**

Students who are newly moving into the county will be considered for open seats when available. See this [site](#) for what you need to register your student for school. Then, contact the Career and Technical Education (CTE) office at (904) 547-6000 to find out if seats remain in a Program of Interest for which the student is interested. If there is a seat available, directions on how to apply will be provided.

### **When will I know the outcome of the application/lottery process (if I am accepted/denied admission for certain programs)?**

A notification email will be sent out within a few weeks of the electronic lottery.

Students may be placed on a waiting list and accepted as seats become available. Out-of-zone students may be placed until July 1<sup>st</sup>. In-zone students may be placed up until the first day of school (or beyond, as determined by school administration). New students to the county may contact the school to inquire if there is availability in a program at their zoned school.

Consideration is provided to students transferring into the county from a program consistent to our own academy programs. These are reviewed on a case-by-case basis. Families will be notified by the CTE department via a phone call if an opening occurs. If this occurs, families can then decide if they are still interested in joining that program.

**Where may I find more information?**

Please visit our website at <http://cte.stjohns.k12.fl.us/>.

There are additional rules and procedures also outlined at <https://cte.stjohns.k12.fl.us/policies-and-procedures/>

**Who do I call if I am having difficulty applying OR if I have more questions?**

Please contact the Career and Technical Education (CTE) office at 904-547-6000 for assistance.