



**Stafford Technical Center**  
**Entry Requirements and Credit Opportunities**  
**2015-2016**

The student, in collaboration with his/her sending school, will submit the following with an application prior to **March 16th**. Applications submitted following that date will be accepted on a space available basis. Please note that the application requires the applicant to answer two questions relevant to his/her program choice. Applications received without responses to these questions will not be considered.

Selection criteria is based upon:

- Responses to the questions on the application
- Prior academic performance history
- Prior attendance history
- Potential for success in the career area/program chosen as well as individual program entry requirements (see attached)
- An interview with the program instructor or STC Staff
- The candidate's ability to follow school and safety rules

To aid in the enrollment process, Guidance Counselors are asked to attach the following to the completed applications:

1. Attendance records for the preceding school years.
2. A transcript that indicates previous coursework and most recent report card.
3. Credit Analysis – 4 year plan.

All students agree to visit the program of his/her choice and meet with the instructor prior to acceptance. The student, parent, and sending school agree to a fifteen-day probationary period. Within that period of time, a student may be asked by Stafford Technical Center or the sending school to withdraw. This will occur if it is determined that the student is not appropriate for the program or if the program is not appropriate for the student either academically or behaviorally. (This does not preclude students from being removed from Stafford Technical Center based upon standard disciplinary procedures.)

Applying to a Stafford Program denotes agreement on the part of the student, parent and sending school that prerequisites for individual programs have been met or that a reasonable plan to meet the prerequisites has been developed with the Stafford Technical Center instructor and staff. For more information, contact 802-770-1050.

## **Procedures for Appointment as a Second Year Student**

### **Criteria to be considered as a second year student:**

- a minimum of an 80 average in your technical program
- passing all academic classes
- on-track for graduation
- positive recommendation from current technical program instructor
- good attendance
- self-motivated
- positive attitude/behavior
- Video Communications, Digital Arts, Health Careers Academy, Culinary Arts, and Public Safety Services: Law Enforcement have additional criteria for students planning a second year in these programs. (Specific information is available in the STC Guidance Office).

### **The Process for requesting a Second Year appointment:**

- ⇒ You and your sending school Guidance Counselor need to fill out the application. Your sending school Guidance Counselor must sign it.
- ⇒ Complete the "Student Information Form" and pass it in with the application to the Stafford Technical Center Guidance Coordinator.
- ⇒ Request that your current Program Instructor complete a "Teacher Information Form". Your Instructor will fill out the form and give it directly to the Stafford Technical Center Guidance Coordinator.
- ⇒ For a student wishing to stay in the same Program Area, in all but a limited number of cases, the expectation is that you will participate in a Co-op Experience. Students participating in a Co-op must be able and willing to represent Stafford Technical Center in a professional manner.
- ⇒ By staying for a second year you should be enhancing your personal career opportunities.

For more information, contact 802-770-1050

### **Student Access**

In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, it is the policy of the Stafford Technical Center that no person, upon the basis of race, color, national origin, creed or faith, gender, age, sexual orientation or handicapping conditions and/or disability shall be excluded from participation in, denied the privilege of, or be subjected to discrimination in any educational program or activity at the Center. Questions should be directed to Ellie McGarry, Director of Support Services, 6 Church Street, Rutland, VT 05701 or call 802-773-1900.

### **Administrative Procedure 1990-3221 Public Complaints:**

*The following chain of command is provided for complaints. It is predicated upon the assumption, for the most efficient use of everyone's time, that the best resolution of complaints is at the lowest possible level of the school district organization.*

1. *The citizen with a complaint should make every possible attempt to reconcile the complaint or difference of opinion at the teacher, department level, or school building level.*
2. *If no reasonable answer is obtained at the first step, the citizen may contact the next level supervisor in search of an amicable solution. The citizen shall have the right of appeal, finally to the Superintendent.*
3. *If no reasonable answer is provided for the complainant, the citizen should then bring the issue to the attention of the school board.*

# STAFFORD TECHNICAL CENTER PROGRAMS

## AUTOMOTIVE REFINISHING AND COLLISION

### Description

- Analyze and repair structural and nonstructural vehicle damage
- Learn panel replacement
- Learn refinishing techniques and procedures
- Gain Knowledge of plastics and adhesives

### Entry Requirements – Applicants must have...

- the ability to complete mathematical computations independently.
- competency with fine motor skills.
- the ability to perform physical labor on the job site and in the lab.
- the ability to read and comprehend curriculum material.

## AUTOMOTIVE TECHNOLOGY

### Description

- Receive instruction in computer diagnostics
- Take part in hands-on experiences using customer vehicles
- Learn estimation, safety procedures, and system troubleshooting
- Learn brake systems, steering and suspension, engine performance, and on-board electronics

### Entry Requirements – Applicants must have...

- the ability to complete mathematical computations independently.
- competency with fine motor skills and gross motor skills.
- the ability to perform physical labor on the job site and in the lab.
- the ability to read and comprehend curriculum material.

## CONSTRUCTION TECHNOLOGY

### Description

- Learn about hand and power tools, measurement skills and wood characteristics
- Learn about Blueprint Reading and workplace skills
- Build a residential house
- Earn safety skills with OSHA 10 certification

### Entry Requirements – Applicants must have...

- the ability to complete mathematical computations independently.
- the ability to perform physical labor on the job site and in the lab.
- competency with fine motor skills and gross motor skills.

## COSMETOLOGY

### Description

- Learn to master all aspects of cosmetology; hair, skin, nails, design and sculpture
- Earn 1500 hours of training by the second year and be ready to sit for State Board exam
- Operate Bellezza Salon

### Entry Requirements – Applicants must have...

- the ability to complete mathematical computations independently.
- the ability to read and comprehend curriculum material independently.
- competency with fine motor skills.
- interpersonal skills.
- completed 10<sup>th</sup> grade.

## CULINARY ARTS

### Description

- Gain experience in the on-site public restaurant, bakeshop and catering business
- Earn ServSafe National Certification
- Option to participate in the New England Culinary Institute (NECI) dual enrollment program and potential NECI scholarship
- Develop skills and knowledge for post-secondary education

### Entry Requirements – Applicants must have...

- a desire to prepare food and interact with customers.
- reading comprehension skills.
- the ability to complete mathematical computations independently.
- interpersonal skills.
- ability to work as a team member as well as independently.
- self-motivation.
- the ability to thrive in a fast-paced, physical environment.

## DIGITAL ARTS

### Description

- Explore careers in graphic design, web and game design, computer animation, digital photography, illustration and sequential art
- Create projects for real clients while building a strong college portfolio
- Learn to use technology as a vehicle for personal vision and imagination
- Dual Enrollment college credits available

### Entry Requirements – Applicants are expected to...

- have completed Computer Applications or the equivalent (recommended).
- complete an additional essay requirement.
- have participated in prior fine arts courses (recommended).

## ELECTRICAL/PLUMBING

### Description

- Prepare for an exciting career in construction, service or design of electrical, plumbing, heating, ventilating and air conditioning
- Study Energy Conservation and Renewable Energy (Solar & Wind)
- Work and learn with various practical projects in the Rutland area
- Earn Vermont Registered Apprenticeship hours
- Earn safety skills with OSHA 10 certification
- Earn an EPA certificate for refrigeration product handling

### Entry Requirements – Applicants must have...

- the ability to complete mathematical computations independently.
- competency with fine motor skills and gross motor skills.
- the ability to perform physical labor.

## FORESTRY, NATURAL RESOURCES AND HORTICULTURE

### Description

- Learn to use heavy equipment and forestry tools
- Learn about forestry, soil & water conservation & wildlife management
- Practice landscape design and installation, including soil and water quality assessment
- Learn Safety Skills with Game of Logging and OSHA 10 Certification
- Earn the Game of Logging Certification
- Earn college credits

### Entry Requirements – Applicants must have...

- the ability to complete mathematical computations independently.
- competency with fine and gross motor skills and ability to perform physical labor.
- interpersonal skills, effective communication skills, and a strong work ethic.
- strong organizational skills.
- interest in conservation and natural resource management.

## HEALTH CAREERS

### Description

- Become licensed as a nurse assistant (LNA) and get a job in the health field
- Become certified in adult and child CPR and certified in First Aid
- Learn medical terminology, medical math, and anatomy and physiology
- Return for a second year, attend classes at Castleton State College or CCV and participate in a paid work experience
- Dual Enrollment college credits available

### Entry Requirements – Applicants must have...

- a basic understanding of math concepts (Alg. I recommended).
- interpersonal skills and be self-motivated.
- a desire to work with people.
- completed 10<sup>th</sup> grade.

## HUMAN SERVICES

### Description

- Experience fieldwork in the preschool lab working with children
- Develop problem-solving, leadership, teamwork and communication skills
- Dual Enrollment college credits available

### Entry Requirements – Applicants must...

- have the ability to work with people of all ages.
- have interpersonal skill and be self-motivated.
- be 16 years old to participate in the pre-school lab.

## **LEADERSHIP AND MARKETING**

### **Description**

- Develop business plans
- Work with clients
- Learn to manage resources
- Market a successful small business

### **Entry Requirements – Applicants must have...**

- prior completion of a two year STC program.
- interpersonal skills, effective communication skills, and be self-motivated.
- the ability to work as a team member.

## **MUSIC: JAZZ AND CONTEMPORARY**

### **Description**

- Study jazz and contemporary music theory
- Apply theory to music and improvisation techniques
- Compose music, write lyrics, engineer sound and multi-track recording

### **Entry Requirements – Applicants must have...**

- successfully completed an audition in one major instrument or vocal performance.
- the ability to work independently.
- the ability to work as a team member.

## **POWER MECHANICS/WELDING**

### **Description**

- Learn compact equipment repair skills (motorcycles, ATV's and home and garden equipment)
- Learn metal fabrication skills/welding
- Earn AWS Structural Certification (American Welding Society)

### **Entry Requirements – Applicants must have...**

- the ability to complete mathematical computations independently.
- competency with fine motor skills.
- the ability to perform physical labor on the job site and in the lab.
- the ability to read and comprehend curriculum material.

## **PUBLIC SAFETY SERVICES: LAW ENFORCEMENT**

### **Description**

- Introduction to public safety careers; law enforcement, corrections, private security, emergency medical services, military and firefighting
- Earn industry related certificates in first aid, Cardio Pulmonary Resuscitation, Incident Command Systems
- Primary classroom is located on the College of St. Joseph campus in Rutland.
- Dual Enrollment college credits

### **Entry Requirements – Applicants must have...**

- ability to be successful with interpersonal skills, effective communication skills and be self motivated.
- good decision making skills and avoid unlawful and/or delinquent behavior.
- completed an additional essay requirement.

## **STEM ACADEMY**

### **Description**

- Introduction to engineering
- Study advanced technologies, product design, robotics, 3D printing and laser engraving/cutting
- Participate in problem/project-based activities that model engineering principles
- Earn Autodesk Inventor User certification

### **Entry Requirements – Applicants must have...**

- college preparatory coursework.
- the ability to be successful with interpersonal skills, effective communication skills, and be self-motivated.
- the ability to apply learned skills to career interests.

## **VIDEO COMMUNICATIONS**

### **Description**

- Learn how to take an idea from script to finished product in a project based curriculum
- Create projects using HD digital cameras, editing software, and audio recording devices
- Explore careers in television/film production, video editor, and on-camera talent
- Dual Enrollment college credits available

### **Entry requirements – Applicants must have...**

- strong reading and writing skills.
- strong communication skills.
- the ability to work independently and as a team member.
- artistic skills such as drawing are recommended (not required).

**ESSAY REQUIREMENTS FOR DIGITAL ARTS, PUBLIC SAFETY SERVICES: LAW ENFORCEMENT, AND VIDEO COMMUNICATIONS PROGRAMS:** (the essay should be typed and free of grammatical errors)

**DIGITAL ARTS**

Please address the following topic in a one to two page essay.

Why do you want to enroll in the Digital Arts program at Stafford Technical Center? What are your career goals? Please describe any artistic or computer experience that you have (i.e. classes, extra-curricular activities, hobbies, or influences). Portfolio or examples of work are highly recommended. This could be a photocopy of a drawing or an address to a web page that you created. The instructor encourages students to write the essay after their visit to the program.

**PUBLIC SAFETY SERVICES: LAW ENFORCEMENT**

Please address the following topic in a 350-500 word essay.

Why do you hope to be accepted into the Public Safety Services: Law Enforcement program at Stafford Technical Center? Please address the expected behavior of a student in the Public Safety Services: Law Enforcement program and explain how you will conduct yourself, at all times, as a representative of the program.

**VIDEO COMMUNICATIONS**

Please address the following topic in a one page essay.

Why do you want to enroll in the Video Communication program at Stafford Technical Center? What are your career goals? Please describe any artistic or computer experience that you have (i.e. classes, extra-curricular activities, hobbies, or influences). Students may include a portfolio or examples of your video work (this is not required). This may include a website or link to a video on YouTube.



For more information about all of our programs visit us at

[www.Staffordonline.org](http://www.Staffordonline.org)

or call us at 770-1050