

Direct Support Professional Advanced Training in Human Services Application for Admission

Personal Information

Office Use Only
Date Received: / /

Legal Name: Last/Family First Middle/Maiden	Social Security Number: _____ - _____ - _____
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Permanent Mailing Address: (include street & number, city, state, and zip) **Correspondence will be mailed to this address.**

Home Phone:	Work Phone:	Cell Phone:	Email Address:
Date of birth: ____ / ____ / ____ <small>Month Day Year</small>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nation of Citizenship: <input type="checkbox"/> United States <input type="checkbox"/> Other: _____	Immigration Status: <input type="checkbox"/> Permanent Resident Alien (copy required) <input type="checkbox"/> Refugee (copy required) <input type="checkbox"/> Visa Type _____ (copy required)

Voluntary response is requested for federal regulation. This information will not be utilized in a discriminatory manner. (please check one only)

- American Indian or Native Alaskan
 Asian or Pacific Islander
 Black (non-Hispanic)
 Hispanic
 White (non-Hispanic)

Indicate Session You are Applying For (including anticipated ending dates):

- Working Professionals Track: Session I** (January 2018 – December 2018)

Occupational or Professional Experience: Indicate past work experience.

Position/Activity	Location — include city and state	From Mo/Yr	To Mo/Yr
		/	/
		/	/
		/	/

Emergency Contact Name:		Relationship to Student:	
Home Phone:	Cell Phone:	Work Phone:	
Address: (include street & number, city, state, and zip)			

Education (Please check box that applies):

- High School Diploma
 General Education Diploma (GED)

H.S. Diploma or GED required for admission consideration.

High School Attended or Site of GED:

Name of School	
Graduated or Completed GED (month/year)	City/County/State

Other Institutions Attended

Name of School	
Graduated or Completed GED (month/year)	City/County/State
Name of School	
Graduated or Completed GED (month/year)	City/County/State

Other Degrees/Certifications Possessed _____

Have you ever been incarcerated, convicted of a felony, or experienced disciplinary problems at another educational institution?

- YES NO

If yes, please submit a written statement explaining the circumstances to the Director before admission to Arc Educates. This information will be handled confidentially.

Arc Educates is a division of Arc Broward, a nationally accredited human services organization. Achievement Rehabilitation Centers, Inc. is a registered Florida Corporation operating under the registered fictitious name Arc Educates.

Application continued on next page...

Admission Criteria:

1. Must be at least 18 years of age.
2. Must possess a high school diploma or GED.
3. Two references (pg. 5 & 6) which must be in writing and from non-family members such as teachers, employers or other objective individuals regarding the applicant's reliability, dependability, and likelihood of successful completion of the program.
4. Admissions interview, on site, with the Training Manager.
5. Must be either a citizen of the United States or be a legal resident with a work permit /visa documentation.
6. Are able to meet physical requirements of the position and lift a minimum of 25 lbs.
7. Successfully complete a Level Two Background Screening checks at applicant's expense.
8. Must express compassion for other human beings.
9. Has the ability to independently travel to and from training/work.
10. Is interested in learning to be an effective team member.
11. Has the ability to stand for 8 hours with normal breaks.
12. Can calculate basic mathematical computations.
13. Can read at a 9th grade level or higher.
14. Students for the Working Professionals program must provide proof of at least 40 hours of prior experience. For those unable to provide this documentation, the student will be required to complete an additional 40 hours of an unpaid externship.

Application Deadline: Applications must be received by **January 19th, 2018**. Please note, a completed application does not guarantee admission or enrollment in the desired session.

1. Please briefly describe what you enjoy about being a Direct Support Professional.

2. What qualities do you think that it takes to be a Direct Support Professional?

Application continued on next page...

Graduation Requirements

I understand that in order to graduate from the program and to receive a Certificate of Completion, I must successfully complete the required number of scheduled clock hours as specified in the Handbook and in the Enrollment Agreement, complete 85% of homework assignments, earn a 75% or above on the mid-term/final exam and satisfy all financial obligations to the School.

I CERTIFY that all statements given in this application are true and accurate to the best of my knowledge. I acknowledge that I have received and read a copy of the Course Handbook and a copy of the Application for Admission and Enrollment Agreement. I agree to abide by Arc Educates' Student Code of Conduct and all other rules and regulations of Arc Educates. I agree that if my records are not complete within the initial term of enrollment or if any information is found to be false, I may be suspended from classes and the school's refund policy will be followed.

Signature of Applicant

_____/_____/_____
Date

Signature of Authorized Arc Educates Representative

Date Received

