

# ACADEMIC DUAL CREDIT APPLICATION

(For programs/courses taking place in 2026-2027 School Year)

**\*DEADLINE to Apply: TUESDAY, MARCH 10<sup>TH</sup>, 2026**

\*Submit application to the SD38 Career Programs – c/o Learning Services @ Cambie Secondary School (in person or by email to [careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca) )

**THIS APPLICATION IS FOR: (SELECT ONE when completing page 3.)**

Early Childhood Education <u>Intro</u> Pgm Langara	Intro to Health Science 1115 Course KPU Richmond	Biomedical & Health Science Program KPU Surrey
Business Program KPU Surrey	Medical Lab Assistant Program VCC Broadway	Health Care Assistant Program VCC Broadway

**This form is NOT FOR the KPU Link38 Course or KPU STRIVE Course.**

Each of these will have their own distinct application. Schools will be notified when these are available (and they will be posted on the Career Programs website <https://careerprograms.sd38.bc.ca>).

**BENEFITS TO STUDENTS**

- ❖ **TUITION PAID** by Richmond School District #38
- ❖ **EARN DUAL CREDITS** – high school credits toward graduation + post-secondary credits
- ❖ **EARN EMPLOYABILITY SKILLS / EARNING POTENTIAL**
- ❖ **GET AHEAD** with your post-secondary studies while in high school

**STUDENT ELIGIBILITY CHECKLIST:**

- Must be a Canadian Citizen or Permanent Resident.** (If PR, must be valid and not expire during program.)  **International students are not eligible to apply unless indicated on next page.**
- For most programs, only grade 11 students may apply to take in grade 12 (exceptions on reverse).
- Has a good attendance and punctuality record
- Meets (or currently be completing) all program pre-prerequisites for which student is applying
- Keen interest in career area supported by course or program for which student is applying
- Readiness/maturity for participation in a post-secondary environment
- Ability to commute to post-secondary campus location
- Strong English language skills to support success with program readings/assignments
- Able to cover costs for program participation (e.g. textbooks, school fees, transportation etc.)

**\*\* Please tear off this sheet before submitting application \*\***

**KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS**

## UNDERSTANDING THE PROGRAM / COURSE FOR WHICH YOU ARE APPLYING (Select one)

- Prior to applying, read specific program page on the Career Programs website:  
<https://careerprograms.sd38.bc.ca/our-programs>
- Must apply in Grade 11 and take in Grade 12 (exception is HSCI 1115 course; students may apply during Grade 10 or 11 school year to start summer prior to Grade 11 or 12)
- Student earns post-secondary credit + high school elective credits as indicated below

<b>Intro to Early Childhood Education – Langara full-time</b>	<b>Intro to Health Science (HSCI 1115) – KPU Richmond</b>
<p><b>Length:</b> September – December (includes practicum) (Student returns to home school in Sem 2)</p> <p><b>Dual Credits:</b> Four Gr. 12 courses (16 credits)</p> <p><b>Admission Requirements: (prior to program start)</b></p> <ul style="list-style-type: none"> <li>- On track to meet all Grade 12 grad requirements</li> <li>- Completion of Language Arts 12 (min. 50%) or Language Arts 11 (min. “C+”)</li> </ul> <p><b>If accepted, must:</b></p> <ul style="list-style-type: none"> <li>- Complete Criminal Record Review (Ministry of Public Safety &amp; Solicitor General)</li> <li>- Complete First Aid Certificate for working with children</li> </ul>	<p><b>Length:</b> Summer course + Fall culminating assignment and exit interview.</p> <p><b>Dual Credits:</b> One Gr. 12 course (4 credits)</p> <p><b>Admission Requirements: (prior to program start)</b></p> <ul style="list-style-type: none"> <li>- Completion of Math 10 and a Language Arts 10 (min. “B”)</li> <li>- International students MAY apply but priority given to Canadian citizens and those with valid Permanent Residency</li> </ul> <p><b>If accepted, must:</b></p> <ul style="list-style-type: none"> <li>- Be available during summer for all classes</li> <li>- Not take summer school course, as schedule conflicts</li> </ul>
<b>Biomedical &amp; Health Science Program - KPU full-time</b>	<b>Business Program - KPU full-time</b>
<p><b>Length:</b> February – June at KPU Surrey Campus (72<sup>nd</sup> Avenue) (Student attends home school in Sem 1)</p> <p><b>Dual Credits:</b> Four Gr. 12 courses (16 credits)</p> <p><b>Admission Requirements: (prior to program start)</b></p> <ul style="list-style-type: none"> <li>- On track to meet all Grade 12 grad requirements</li> <li>- Completion of Language Arts 12 (min. C+), Biology 11 (min. “B”) AND Chemistry 11 (min. “B”)</li> <li>- Biology 12 and Chemistry 12 recommended</li> </ul> <p><b>If accepted, must:</b></p> <ul style="list-style-type: none"> <li>- Understand student does not get Spring Break holiday</li> <li>- Have a keen interest in Biomedical &amp; Health Sciences</li> </ul>	<p><b>**IN DEVELOPMENT – Check website prior to applying**</b></p> <p><b>Length:</b> February – June at KPU Surrey Campus (72<sup>nd</sup> Avenue) (Student attends home school in Sem 1)</p> <p><b>Dual Credits:</b> Four Gr. 12 course (16 credits)</p> <p><b>Admission Requirements: (prior to program start)</b></p> <ul style="list-style-type: none"> <li>- On track to meet all Grade 12 grad requirements</li> <li>- Completion of Language Arts 12 (min. C+)</li> <li>- Completion of Business elective course(s) recommended</li> </ul> <p><b>If accepted, must:</b></p> <ul style="list-style-type: none"> <li>- Understand student does not get Spring Break holiday</li> <li>- Have a keen interest in business studies</li> </ul>
<b>Medical Lab Assistant (MLA) – VCC full-time*</b>	<b>Health Care Assistant (HCA) – VCC full-time*</b>
<p><b>Length:</b> May – December (includes practicum)</p> <p><b>Dual Credits:</b> 7 high school courses (28 credits)</p> <p><b>Admission Requirements: (prior to program start)</b></p> <ul style="list-style-type: none"> <li>- On track to meet all Grade 12 grad requirements</li> <li>- Language Arts 12 – minimum “B” grade</li> <li>- Biology 12 – minimum “C” grade</li> <li>- Able to pass 5-minute VCC keyboarding test (40 wpm)</li> </ul>	<p><b>Length:</b> September – April (includes clinical and practicum)</p> <p><b>Dual Credits:</b> 7 high school courses (28 credits)</p> <p><b>Admission Requirements: (prior to program start)</b></p> <ul style="list-style-type: none"> <li>- On track to meet Grade 12 graduation requirements</li> <li>- Double COVID vaccinated</li> <li>- BC FoodSafe Level 1</li> <li>- Standard First Aid and CPR</li> </ul>
<b>*Upon acceptance for VCC program: Criminal Record Check (CRC), TB Screening, Immunization review required</b>	

**PRIOR TO APPLYING STUDENT MUST...** <https://careerprograms.sd38.bc.ca/>

- ❖ VISIT the SD38 Career Programs website page that is specific for the program/course they wish to take.  
Go to PROGRAMS tab drop down menu to find the program.



## APPLICATION CHECKLIST FOR SUBMISSION

**(Please do not submit application until all below are checked off and enclosed.)**

STEP 1 – APPLICATION CHECKLIST	Page	Completed and Enclosed
1. Applicant Information page <i>(include application date and school year applying for)</i>	3	<input type="checkbox"/>
2. Completion of all checklists for Steps 1, 2 and 3 on this page	4	<input type="checkbox"/>
3. Statement of Interest and Intent <i>(thoughtfully complete; do rough draft prior to completing the form)</i>	5	<input type="checkbox"/>
4. Proficiency Self-Assessment Form	6	<input type="checkbox"/>
5. Academic Dual Credit Application Contract <i>(signed by applicant, parent/guardian and counsellor)</i>	7	<input type="checkbox"/>
6. Teacher Reference Form #1 <i>(teacher, counsellor or administrator completes and sends to Career Programs)</i>	9	<input type="checkbox"/>
7. Teacher Reference Form #2 <i>(a 2<sup>nd</sup> teacher, counsellor or administrator completes and sends to Career Programs)</i>	11	<input type="checkbox"/>
8. <b>ATTACH (if applicable)</b> both sides Permanent Resident Card – <b>MUST BE VALID &amp; NOT EXPIRE DURING PROGRAM</b>	---	<input type="checkbox"/>
STEP 2 – ATTACH FOR ALL PROGRAMS ( <b>EXCEPTION:</b> Not needed for HSCI 1115 Course Applications)		
9. <b>ATTACH</b> Professional Reference Letter <i>(NOT same person as #6 and 7; can use employer, coach, other teacher)</i>	---	<input type="checkbox"/>
10. <b>ATTACH</b> Up-to-Date Resumé <i>(highlight skills or experiences related to your chosen program of study)</i>	---	<input type="checkbox"/>

STEP 3 – SEE COUNSELLOR TO ATTACH THE FOLLOWING:	Page	Completed and Enclosed
1. Most recent Learning Update/Report Card	---	<input type="checkbox"/>
2. BC Diploma Verification Report	---	<input type="checkbox"/>
3. Up-to-date Attendance Profile	---	<input type="checkbox"/>
4. Indicate Ministry of Ed Special Education Category if Applicable: <i>Ministry Code: _____ Code Identification is for: _____ <input type="checkbox"/> Not Applicable</i>	---	<input type="checkbox"/>
5. IEP MUST be ATTACHED if applicable: <input type="checkbox"/> Not Applicable <i>(if applicable, check box in right column)</i>	---	<input type="checkbox"/>

**Submit completed application (with all attachments) to the Career Programs Office in person at Cambie Secondary – Learning Services OR by email to [careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca)**

### After Application is Submitted...

- ❖ Career Programs sends email acknowledging receipt of application and informing applicant of any missing components.
- ❖ **ONLY qualifying** students will be invited to an interview (exception: Interview not needed for HSCI 1115 applicants).
- ❖ If successful with the above, notification of conditional acceptance will be sent to applicant in May/June.
- ❖ The Career Programs Office will arrange for a program site visit with student. (HSCI 1115 – Orientation in early June)
- ❖ Marks, attendance and behaviour will be reviewed to determine if final acceptance can be offered (late June for programs starting Semester 1 and early December for programs starting Semester 2).

**As program seats are limited, completion of application and granting of an interview do NOT guarantee acceptance into the program.**

**\*\*ONLY COMPLETE APPLICATIONS WILL BE PROCESSED\*\***

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS**

## APPLICANT STATEMENT OF INTEREST and INTENT

Applicant FULL Name: \_\_\_\_\_ Program or Course: \_\_\_\_\_

**\*\* To only be COMPLETED by the STUDENT APPLICANT\*\* (answer thoroughly and thoughtfully)**

1. What has motivated you to apply for this program /course while still in high school? (e.g. going into field)

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2. At this time, what is your intended career pathway and/or post-secondary program of interest after high school? Explain how taking this course/program will support your current post-secondary plan.

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3. Describe your knowledge, skills and attributes that will support your achievement in this program/course.

- *And ONLY for those applying to the Langara ECE Program, how will these support your work with children (practicum)?*
- *And ONLY for those applying to a VCC medical program, how will these support your work with the public (practicum)?*

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4. What work experience, volunteer activities, hobbies and/or courses have you participated in that will enhance your enjoyment, understanding, and success of this program?

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5. What aspects of attending university do you believe will be the most challenging for you and how do you plan to address/manage those challenges?

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6. With the exception of the HSCI 1115 course, these Dual Credit Programs are FULL-TIME. Please comment on your commitment and whether you have any conflicts. **Attendance is very important to your success in this program.**

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## SD38 APPLICANT PROFICIENCY SELF-ASSESSMENT FORM

I understand the expected commitment for the duration of this post-secondary program (schedule) and that it requires my attendance for all of semester two (Gr 12) at the KPU Surrey Campus. This self-assessment will assist in determining my suitability and readiness for this post-secondary dual credit program.

Please indicate **by highlighting or circling** your proficiency for this post-secondary dual-credit program:

<b>CORE COMPETENCIES</b>	<b>Proficiency Scale</b>					
		<b>Emerging</b>	<b>Developing</b>	<b>Proficient</b>	<b>Extending</b>	
<b>Communication</b>	I demonstrate an <b>INITIAL</b> understanding of the concepts and competencies.	I demonstrate a <b>PARTIAL</b> understanding of the concepts and competencies.	I demonstrate a <b>COMPLETE</b> understanding of the concepts and competencies.	I demonstrate a <b>SOPHISTICATED</b> understanding of the concepts and competencies.		
<ul style="list-style-type: none"> <li>• I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative)</li> <li>• I work with others to achieve a common goal</li> <li>• I can represent my learning, and tell how it connects to my experiences and values</li> </ul>	<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>		
<b>Creative Thinking</b>	I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials	I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems	I actively listen to others and analyze evidence from different perspectives	I can ask questions and gather information	I can consider more than one way to proceed in an investigation or scenario	
<ul style="list-style-type: none"> <li>• I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials</li> <li>• I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems</li> </ul>	<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>		
<b>Critical Thinking</b>	I actively listen to others and analyze evidence from different perspectives	I can ask questions and gather information	I can consider more than one way to proceed in an investigation or scenario	I can use strategies that help me manage my feelings and emotions	I can persevere with challenging tasks	I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions
<ul style="list-style-type: none"> <li>• I actively listen to others and analyze evidence from different perspectives</li> <li>• I can ask questions and gather information</li> <li>• I can consider more than one way to proceed in an investigation or scenario</li> </ul>	<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>	
<b>Personal Awareness and Social Responsibility</b>	I can use strategies that help me manage my feelings and emotions	I can persevere with challenging tasks	I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions	I can explain what my values are and how they affect the choices I make	I can understand I will continue to develop new abilities and strengths to help me meet new challenges	I can reflect on my strengths and identify my potential as a leader in my community
<ul style="list-style-type: none"> <li>• I can use strategies that help me manage my feelings and emotions</li> <li>• I can persevere with challenging tasks</li> <li>• I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions</li> </ul>	<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>	
<b>Positive Personal and Cultural Identity</b>	I can explain what my values are and how they affect the choices I make	I can understand I will continue to develop new abilities and strengths to help me meet new challenges	I can reflect on my strengths and identify my potential as a leader in my community	I can explain what my values are and how they affect the choices I make	I can understand I will continue to develop new abilities and strengths to help me meet new challenges	I can reflect on my strengths and identify my potential as a leader in my community
<ul style="list-style-type: none"> <li>• I can explain what my values are and how they affect the choices I make</li> <li>• I can understand I will continue to develop new abilities and strengths to help me meet new challenges</li> <li>• I can reflect on my strengths and identify my potential as a leader in my community</li> </ul>	<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>	

**Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):**

- Fully Ready    Somewhat Ready    Could be Ready (with some support)

Additional Comments: \_\_\_\_\_

Student FULL Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

# ACADEMIC DUAL CREDIT APPLICATION CONTRACT

## **FOR ALL TO READ BEFORE SIGNING:**

- We understand that Richmond SD38 pays the cost of tuition for this program or course.
- We understand that students are responsible for the cost of required fees, materials, textbooks etc.
- We understand that students arrange for and cover the cost of their own transportation to the post-secondary campus and if applicable, to the practicum location.
- We understand that a vacation may not be taken during the scheduled program and that excellent attendance is required. This includes no Spring Break for programs running in semester two.
- We understand that the course grades (incl. withdrawals) earned in this DUAL CREDIT program will be placed on the student's high school record and be part of both their secondary and post-secondary academic history.

## **APPLICANT DECLARATION**

- I agree to the above statements and conditions of the program, including the program schedule and commitment.
- I am able to commute to the program post-secondary school campus location.
- I give permission for the post-secondary school instructors and the SD38 Career Programs Office to share information regarding course progress, attendance and behaviour.
- I certify that all statements in this application package are true.

**Student Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

## **PARENT/GUARDIAN DECLARATION**

- I agree to the above statements and support my child's participation in this dual credit program/course.
- I understand my child may be in a class with adults during this post-secondary program/course.
- I understand this application may be shared with the post-secondary instructors of the applicable program for which the student is applying.
- **FOR ECE Program ONLY:** I understand that if accepted, my child must agree to a Criminal Record Check with the Ministry of Public Safety and Solicitor and a one-day First Aid Certificate specific to working with children.
- **FOR Medical Lab or Health Care Assistant Programs ONLY:** I agree that if accepted, my child must agree to a Criminal Record Check and provide proof of necessary immunizations.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

## **HIGH SCHOOL COUNSELLOR DECLARATION**

- I have read the above statements and support this student's application for this dual credit program/course.
- I have verified this student meets the program requirements as found on the Career Programs website.

**Counsellor Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Counsellor's Signature:** \_\_\_\_\_

## **PRINCIPAL/VICE-PRINCIPAL APPROVAL**

- If selected, the Career Programs Office may contact your school's administrator to confirm approval

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Reminder to attach to your application:

- Updated resume (**not for HSCI 1115 applicants**)
- Professional reference LETTER (**not for HSCI 1115 applicants**)
- Valid/non-expiring PR Card (front/back) – **if applicable**
  - Items listed under STEP 3 in checklist (pg 4)

Student FULL Name: \_\_\_\_\_ Program/Course Applied for: \_\_\_\_\_

**When completing, bear in mind that this student has applied to take a rigorous college-level program or course. For ECE, Medical Lab Assistant and Health Care Assistant, these also involve practicum work with the public.**

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending <span style="font-size: small;">→</span>
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- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| 1. Demonstrated passion/aptitude for this field         | _____ | _____ | _____ | _____ |
| 2. Maturity   | _____ | _____ | _____ | _____ |
| 3. Accuracy / ability to follow instructions            | _____ | _____ | _____ | _____ |
| 4. Enthusiasm and interest                              | _____ | _____ | _____ | _____ |
| 5. Adaptable - adjusts to new situations                | _____ | _____ | _____ | _____ |
| 6. Follows through on assigned tasks                    | _____ | _____ | _____ | _____ |
| 7. Attendance   | _____ | _____ | _____ | _____ |
| 8. Punctuality  | _____ | _____ | _____ | _____ |
| 9. Shows motivation to learn new skills                 | _____ | _____ | _____ | _____ |
| 10. Can work independently                              | _____ | _____ | _____ | _____ |
| 11. Has positive attitude towards work                  | _____ | _____ | _____ | _____ |
| 12. Accepts constructive criticism                      | _____ | _____ | _____ | _____ |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

14. As a candidate for this dual credit program/course I would rate this student as: (circle the most appropriate)

1	2	3	4	5
<b>NOT SUITABLE</b>		<b>SUITABLE</b>		<b>EXCEPTIONALLY SUITABLE</b>

15. Could this student be counted on to represent Richmond SD38 favourably in this post-secondary setting?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

16. Do you feel this student has a sincere interest in this District Dual Credit program/course?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

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**Teacher Evaluation Completed by:** Teacher please **SEND DIRECTLY** to [careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca) or put in school mail c/o Career Programs Office Cambie Secondary

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Subject Area(s): \_\_\_\_\_ Years Known Student: \_\_\_\_\_

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Reminder to attach to your application:

- Updated resume (**not for HSCI 1115 applicants**)
- Professional reference LETTER (**not for HSCI 1115 applicants**)
- Valid/non-expiring PR Card (front/back) – **if applicable**
  - Items listed under STEP 3 in checklist (pg 4)

# TEACHER REFERENCE FORM #2

Student FULL Name: \_\_\_\_\_ Program/Course Applied for: \_\_\_\_\_

**When completing, bear in mind that this student has applied to take a rigorous college-level program or course. For ECE, Medical Lab Assistant and Health Care Assistant, these also involve practicum work with the public.**

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending
1. Demonstrated passion/aptitude for this field	_____	_____	_____	_____
2. Maturity	_____	_____	_____	_____
3. Accuracy / ability to follow instructions	_____	_____	_____	_____
4. Enthusiasm and interest	_____	_____	_____	_____
5. Adaptable - adjusts to new situations	_____	_____	_____	_____
6. Follows through on assigned tasks	_____	_____	_____	_____
7. Attendance	_____	_____	_____	_____
8. Punctuality	_____	_____	_____	_____
9. Shows motivation to learn new skills	_____	_____	_____	_____
10. Can work independently	_____	_____	_____	_____
11. Has positive attitude towards work	_____	_____	_____	_____
12. Accepts constructive criticism	_____	_____	_____	_____
13. Makes changes as a result of constructive criticism	_____	_____	_____	_____

14. As a candidate for this dual credit program/course I would rate this student as: (circle the most appropriate)

1
2
3
4
5  
**NOT SUITABLE**
**SUITABLE**
**EXCEPTIONALLY SUITABLE**

15. Could this student be counted on to represent Richmond SD38 favourably in this post-secondary setting?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

16. Do you feel this student has a sincere interest in this District Dual Credit program/course?

YES \_\_\_\_\_ POSSIBLY \_\_\_\_\_ NO \_\_\_\_\_

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

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**Teacher Evaluation Completed by:** Teacher please **SEND DIRECTLY** to [careerprograms@sd38.bc.ca](mailto:careerprograms@sd38.bc.ca) or put in school mail c/o Career Programs Office Cambie Secondary

Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Subject Area(s): \_\_\_\_\_ Years Known Student: \_\_\_\_\_