Micro-Credentials Program Application

Information collected in this form will be used for the purposes of Micro-credentials: Opportunity for Stackable Achievements program recordkeeping at the College. The College will share the information on this form with third parties for the purposes of evaluation of the Micro-Credentials program at the College. All information shared with the third parties will be kept confidential and no individual participant will be identified. Several layers of security provisions are in place to protect your personal information.

YOUR SIGNATURE INDICATES CONSENT TO THE RELEASE OF YOUR RECORDS. SIGNATURE _____ DATE_____

Applicant Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	ALIASES/MAIDEN NAME

STREET ADDRESS	CITY	STATE	ZIP CODE

☐ MALE ☐ FEMALE ☐ OTHER
SEX

BIRTH DATE	AGE	SOCIAL SECURITY NUMBER

MOBILE PHONE	ALTERNATE PHONE	EMAIL

☐ YES ☐ NO
ARE YOU A VETERAN?

EMERGENCY CONTACT	RELATIONSHIP	PHONE

☐ HISPANIC OR LATINO ☐ NON-HISPANIC OR NON-LATINO ☐ AMERICAN INDIAN OR ALASKA NATIVE ☐ ASIAN ☐ BLACK OR AFRICAN AMERICAN ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER ☐ WHITE
ETHNICITY/RACE

Background Checks

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES ☐ NO

As required to apply for Nursing Assistant Certification in Pennsylvania and a condition of employment in healthcare, the Micro-Credentials Program conducts an in-depth criminal background check on each applicant. For additional information about state requirements visit **https://www.ccac.edu/Nurse_Aide_Training_Program.aspx**

HAVE YOU EVER BEEN CONVICTED, ENTERED A PLEA OF GUILTY, NO CONTEST OR A SIMILAR PLEA, OR HAD PROSECUTION OR A SENTENCE DEFERRED OR SUSPENDED AS AN ADULT OR JUVENILE IN ANY STATE OR JURISDICTION?

☐ YES ☐ NO

IF YES, PLEASE EXPLAIN.

ARE YOU NOW SUBJECT TO CRIMINAL PROSECUTION OR PENDING CHARGES OF A CRIME IN ANY STATE OR JURISDICTION?

☐ YES ☐ NO

IF YES, PLEASE EXPLAIN.

OTHER THAN ANY MATTER ABOVE, IS THERE ANY FACT OR CIRCUMSTANCE INVOLVING YOU AND YOUR BACKGROUND THAT WOULD CALL INTO QUESTION YOU BEING ENTRUSTED WITH THE CARE, GUIDANCE OR SUPERVISION OF VULNERABLE ADULTS, YOUNG PEOPLE OR DEVELOPMENTALLY DISABLED PERSONS?

☐ YES ☐ NO

IF YES, PLEASE EXPLAIN.

Personal & Family Needs & Support Systems

☐ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED
MARITAL STATUS

NUMBER OF PEOPLE IN HOUSEHOLD	NUMBER OF CHILDREN UNDER AGE 18 IN YOUR FAMILY	AGES OF YOUR CHILDREN

IF YOU HAVE CHILDREN OF CHILD CARE AGE, WHAT IS YOUR PLAN FOR THEM WHILE YOU ARE IN THE MICRO-CREDENTIALS PROGRAM? DO YOU ALREADY HAVE CHILD CARE IN PLACE, OR WILL YOU NEED ASSISTANCE IN SECURING CHILD CARE? PLEASE DESCRIBE.

☐ CAR ☐ BUS ☐ OTHER
HOW DO YOU PLAN TO TRAVEL TO CLASS?

☐ YES ☐ NO
IS TRANSPORTATION A PROBLEM?

☐ YES ☐ NO
IF YES, WILL YOU NEED ASSISTANCE WITH TRANSPORTATION?

Educational Background

HIGHEST LEVEL OF EDUCATION ACHIEVED:
☐ LESS THAN HIGH SCHOOL ☐ HIGH SCHOOL DIPLOMA OR GED ☐ CERTIFICATE ☐ ASSOCIATE DEGREE ☐ BACHELOR'S DEGREE ☐ GRADUATE DEGREE
ARE YOU THE FIRST PERSON IN YOUR IMMEDIATE FAMILY TO ATTEND COLLEGE? ☐ YES ☐ NO

☐ YES ☐ NO
HIGH SCHOOL DIPLOMA

IF NO, HIGHEST GRADE COMPLETED	DATE EARNED	NAME/LOCATION OF HIGH SCHOOL

☐ YES ☐ NO
DID YOU EARN A GED?

DATE EARNED	NAME/LOCATION OF GRANTING INSTITUTION

☐ YES ☐ NO
HAVE YOU ATTENDED CCAC?

DATES ATTENDED	STUDENT ID NUMBER

PLEASE LIST ALL TRAINING, CLASSES OR CERTIFICATES SINCE HIGH SCHOOL OR GED.

NAME OF SCHOOL

TYPE OF TRAINING	DATES	COMPLETED? ☐ YES ☐ NO

☐ YES ☐ NO
IS ENGLISH YOUR FIRST LANGUAGE?

IF NOT, PLEASE LIST YOUR FIRST LANGUAGE.

☐ YES ☐ NO
HAVE YOU TAKEN ESL (ENGLISH AS A SECOND LANGUAGE) CLASSES?

HIGHEST ESL CLASS/LEVEL COMPLETED

Please list your most recent experience. Include work experience, volunteer or community service positions.

JOB TITLE | DATES | NAME AND LOCATION OF EMPLOYER

SUPERVISOR | REASON FOR LEAVING

MICRO-CREDENTIAL TRACK INFORMATION

MICRO-CREDENTIAL TRACK IN WHICH YOU ARE ENROLLING:

☐ COMPUTER USER NETWORK SUPPORT
☐ HEALTH INFORMATION TECHNOLOGY
☐ PATIENT CARE

HOW DID YOU FIRST HEAR ABOUT THE MICRO-CREDENTIALS PROGRAM?

☐ CCAC WEBSITE (CCAC.EDU)
☐ COLLEGE OPEN HOUSE OR OTHER EVENT
☐ CCAC BROCHURE
☐ ADVERTISEMENT IN THE MASS MEDIA (INTERNET, TV, RADIO)
☐ SOCIAL MEDIA (FACEBOOK, TWITTER, ETC.)
☐ NEWSPAPER/MAGAZINE ARTICLE
☐ FRIEND/ACQUAINTANCE
☐ CURRENT EMPLOYER
☐ EMPLOYMENT AGENCY
☐ WORKFORCE SYSTEM CASEWORKER
☐ OTHER (PLEASE SPECIFY):

Career Goals & Employment Readiness

WHAT INTERESTS YOU ABOUT THE MICRO-CREDENTIALS PROGRAM? PLEASE STATE YOUR JOB AND CAREER GOALS.

HOW WILL THE MICRO-CREDENTIALS PROGRAM HELP YOU ACHIEVE THESE GOALS?

PLEASE LIST ANY OBSTACLES COMING UP IN THE NEXT NINE MONTHS THAT MIGHT PREVENT YOU FROM COMPLETING THIS TRAINING AND/OR ACCEPTING IMMEDIATE EMPLOYMENT.

Authorization

I have read the information contained in this application. I certify the information given is true and correct. By signing below, I authorize the Community College of Allegheny County Micro-Credentials Grant program to:

1. Conduct background checks and obtain any and all information needed to process my application.

2. Share necessary information with college staff at CCAC, community partners and any governmental entity and law enforcement agency.

SIGNATURE | DATE

For more information and assistance with completing this form contact **microcredentials@ccac.edu**.

Community College of Allegheny County (CCAC)

Since its founding in 1966, CCAC has flourished, becoming the educational powerhouse it is today—a nationally renowned two-year college dedicated to serving all members of the community. From groundbreaking student success initiatives to top-ranked academic and career-based programs, CCAC continues to be the college of choice for nearly one out of three adults in the Greater Pittsburgh metropolitan region.

Every year, more than 25,000 students enroll at CCAC, taking advantage of more than 150 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers, as well as other offsite locations, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation's top community colleges for the number of individuals graduating in nursing and other health-related professions.

CCAC graduates have transferred to the nation's most prestigious colleges and universities, have obtained the most academically challenging and competitive degrees and can be found at leading companies, organizations and institutions throughout the country. CCAC alumni are actively engaged in every sector of society, providing leadership to scores of economic, scientific, civic and philanthropic entities both in the Pittsburgh region and around the world. Visit **ccac.edu** to learn more.

Notifications of nondiscrimination and contact information can be found at **ccac.edu/nondiscrimination**.