

Candidate Application Process

Before you begin, determine if you qualify by answering the questions below:

1. Have you previously attended another BESE approved CDA/Ancillary program?
2. Do you have an AA or BA degree?
3. Do you currently have a CDA credential?

If you answer yes to any of the questions above, **you will not qualify** to attend this program

APPLICATION PROCESS

1 Submit Online Application and Pathway Forms

- Complete CTG's online application:
- Complete ALL pathway documents
 - Pathways Enrollment Form
 - Pathways Employment Verification Form
 - Pathways Scholarship Application
- Upload documents to the online application or email all documents to careertraininggrouppla@gmail.com



2 Complete Director Assurances

- The program director or administrator will complete the Director Assurances form for each candidate in the program



3 Application Confirmation

- After completing both steps the applicant will receive a confirmation email regarding the completion of your application.
- Afterwards, CTG will review all the information and verify your eligibility with Pathways

4 Program Confirmation

- Once eligibility is confirmed with Pathways applicants will receive an acceptance or a non-accepted communication.

Accepted

You will receive an acceptance letter containing your cohort information

Complete Orientation

Begin Cohort

Not Accepted

You will receive a non acceptance letter. You could not be accepted for the following reasons:

Have a BA or AA Degree, have stated another BESE program previously, have too many college credit hours


If these apply to you: apply directly for an ancillary certificate, send transcripts to pathways to receive credit

Return to the previous BESE approved program you started and completed your CDA training there

CONTACT THE PROGRAM FOR MORE INFO

 careertraininggrouppla@gmail.com

 www.careertraininggroup.com

 (504) 650-5075