CFCC Career and College Promise Online Approval Forms
College Transfer and Career and Technical Education Pathway
DocuSign Instructions

Important Notes:
*All students must complete the online CCP Application.
*If students would like to enroll in both pathways, students will have to complete a form for each pathway to be completed and signed.
*Students who attend a private/charter or homeschool will select the link for private/homeschool/charter and enter in all of the information.

Instructions CCP Online Approval Form Process:

1. Students will click on their High School Name, (for example: New Hanover High School/Pender High School, etc.).
2. Students will type their name and email and their parent’s name and email.
3. Students will click ‘Next’ to complete their section of their approval and sign.
4. An email will be sent to the parent to complete their section(s) of the form and sign.
5. Another email will be sent to the high school principal/designee to complete the sections of school information of the approval form. The school will be able to attach students’ high school transcripts and/or provide test scores or copy of test scores (if applicable).
6. Finally the signed forms will come to Colene Kelly, CFCC CCP Coordinator, for final signature and processing. (Only if the student has completed the online CCP application).

DocuSign Signature Order
1. Student
2. Parent
3. High School Principal/Designee
4. Colene Kelly, CCP Coordinator

*Processing of these CCP Online Application and Approval forms requires all DocuSign Signatures. Failure to not have all signatures on forms and the online application will result as unprocessed CCP Application.