

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, ect.).
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**.