

**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 **first**.

\*If students would like to enroll in both pathways, students will have to complete a DocuSign Approval Form (Step 3) for each pathway.

\*Students who attend a homeschool or out-of-district school (not in Pender or New Hanover Counties) will select the tab for Homeschool Students and complete Step 3 under that tab, providing the name and email of their high school principal and/or homeschool administrator on the PowerForm Signer Information Page.

Instructions CCP Online Approval Form Process:

1. Students will click on the link located at Step 3 of the application process.
2. Students will type their name and email and their parent's name and email (and High School Principal/Designee if the student is a homeschool or out-of-district student).
3. Students will click 'Begin Signing'.
4. At this point, an email will be sent to the student to complete their section(s) of the form and sign. As you complete the form, in-district public and private high school students will be able to select their school from the dropdown menu. Homeschool student and out-of-district students will type in the name of their school.
5. Next, an email is sent to the parent to complete their section(s) of the form and sign.
6. 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).
7. Finally the signed forms and needed documents will come to Joseph Styron, 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. Joseph Styron, 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 in an unprocessed CCP Application.

\*\*Once you have both confirmation emails in your possession (one for the successful submission of your CFNC application, and one indicating Mr. Styron's approval of/signature on your DocuSign Approval Form), we ask for a 7-business day processing period. If you have not received your admission letter by the end of those 7 business days, please contact the CCP office.