

CCP Career Technical Education (CTE) & Workforce Continuing Ed (WCEP): Certified Apartment Maintenance Technician Pathway



DocuSign Instructions

Important Information

- All students must complete the online CCP / CTE / WCEP Application.**
- If students would like to enroll in the CTE/WCEP pathway, students will have to complete the online Application and initiate the DOCUSIGN online Approval form for the pathway.
- Processing of 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 CTE /WCEP Application.
- Students who attend a private/charter or homeschool should contact the program director.

Instructions for 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. The signed forms will come to the Program Director, for final signature and processing.** *(Completed the online CCP application required).*
 - a. DocuSign Signature Order
 1. Student
 2. Parent
 3. High School Principal/Designee
 4. Program Director

Administrative Contact

Coordinator	Email	Phone
Clay Morgan	cmorgan@cfcc.edu	(910)362-7677