



CERT ACADEMY APPLICATION FOR ADMISSION

STUDENT APPLICATION
2025—2026 ACADEMIC YEAR

Application structure courtesy of The REACH Program at College of Charleston, Charleston, SC.

Applications only accepted in hard copy format (not electronically) » Due Date: May 1, 2025

[APPLICATION FORM]

- » ***Project SEARCH® has one yearly entry point. Applications are due by May 1.***
- » ***CERT Culinary has two yearly entry points. Applications are due by May 1 and September 1.***

Applications are currently being accepted by mail for the 2025–26 Academic Year. You will be notified via email when your entire packet has been received. Applicants will not be considered until the entire packet is submitted. Applications will be reviewed in the order received. If selected, the applicant will be interviewed independently as well as with his/her family or support person. Please note: due to limited space, not all applicants who complete the application process will be interviewed for admittance to the Program. An interview does not guarantee admittance to the Program. If selected to interview, applicants will be notified at the latest, by June 1. Interviews will be held in May/June.

Students will be notified by email regarding acceptance into the Tulsa Tech CERT Academy. Letters will be mailed at the latest, by July 15, 2025. Students receiving a letter of acceptance must confirm acceptance to the Tulsa Tech CERT Academy by July 20, 2025.

Application Checklist

- Student Application
- Student Questionnaire completed by applicant (student) – please indicate if a scribe is used
- Personal Support Questionnaire completed by parent/support person
- Parent Readiness Questionnaire
- Official High School Transcript (must be sent directly by school)
- High School Attendance Records
- Behavioral records (if student has no record, send a letter from the high school stating there is no record)
- Official OSDE Summary of Performance which serves as evidence of the applicant’s eligibility for special education and related services under the IDEA (IEP) or equivalent including IQ score
- Three Recommendation forms (included) from non-family members who have known the applicant for at least three years. Recommendations should include at least one educator.

**Additional information may be requested by interview team*

Application Submission

Application materials, transcript and recommendations should be submitted to:

Tulsa Tech CERT Academy
Tulsa Technology Center
School District No.18
P.O. Box 477200
Tulsa, OK 74147.7200

The Tulsa Tech CERT Academy is a non-degree Certificate Program. Students desiring to take standard certificate coursework must meet standard admission criteria per Tulsa Tech guidelines.

[CERTIFICATION & HONOR CODE COMPLIANCE]

Important: All applicants must read and certify.

I certify all information provided on this application and supplementary materials is correct and complete.

I understand any untruthful statement in this application could result in my application being denied or my immediate dismissal from the CERT Academy.

I understand that I am required to notify and update the CERT Academy Application Committee if any disciplinary or criminal incident occurs after submission of this application and prior to my enrollment in the CERT Academy at Tulsa Tech.

I have read and understand these statements: _____

Application Criteria

Applicants must:

- Be over the age of 18 by August 1. Cannot turn 25 years old while in the program;
- Display a desire to continue academic and career development instruction at Tulsa Technology Center;
- Have a cognitive and/or developmental disability that interferes with their academic performance and social development according to the American Association on Intellectual Development. The applicant must have been (or is presently) eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or qualify for services from Department of Vocational Rehabilitation;
- Be able to remain unsupervised for a minimum of 6 hours;
- Demonstrate the ability to accept responsibility for his/her actions and maintain respect for him/her and others and have no history of disruptive or challenging behaviors;
- Be independent in handling his/her own medication, specialized dietary, and/or medical needs. Staff is not available to manage/administer medications. The Tulsa Tech CERT Academy does not take responsibility for specialized diets or medical needs;
- Participate in an interview with and without support from family/support person, if selected for an interview;
- Have completed high school

Projected Cost for 2025–26 Academic Year

Project SEARCH® - Saint Francis: (additional uniform cost) \$1,500

For scholarship opportunities, please contact Teresa Berg or Elena Morales.

CERT Culinary: (additional uniform cost)	Semester 1: \$3,562.00	Student Cost Per Semester: \$750.00
	Semester 2: \$3,476.00	Student Cost Per Semester: \$750.00

*These costs are from the 2025–26 Academic Year and are subject to change.

**These projected costs do not include books or uniform cost.

***DRS income guidelines apply, any student who does not qualify for DRS financial assistance will be required to pay full tuition costs.

For more information, please visit tulsatech.edu or email: Teresa Berg - ACD Adult Coordinator at teresa.berg@tulsatech.edu or Elena Morales - Special Services Coordinator at elena.morales@tulsatech.edu or call (918) 828-5000.

[TULSA TECH CERT ACADEMY]

Application For Admission (Please print neatly)

Tulsa Tech offers two options of educational and competitive employment training programs. Below, select the program you desire to apply for

» **Project SEARCH®** I am applying for Project SEARCH®

Project SEARCH® is a collaborative partnership between Tulsa Tech, other agencies and institutions. Project SEARCH® is designed for students with significant disabilities to assist them with a plan to transition from school to employment through innovative workforce and career development. It is dedicated to workforce development that can benefit the individual, community and workplace by offering on-site job skills training and support, career exploration in a variety of entry-level positions, internships, interviewing and assessment practice and job placement. It is not intended as training for the "easiest" jobs, but complex and systematic jobs matched to student skills and interests.

» **CERT Culinary** I am applying for Tulsa Tech CERT Academy

CERT Culinary students in the hospitality program learn how to work as a culinary assistant. The program provides them with technical training and experience in a variety of service occupations through the HospitAbilities curriculum. They are taught personal life skills and employability skills, such as job readiness and independent living. Skills students develop in this program includes decision making under pressure, working both independently and in a team, and how to maintain focus in a high-activity environment.

How did you hear about the Tulsa Tech CERT Academy?

- High School Counselor/Teacher Referred by: _____
 Transition Fair Facebook/Social Media
 Pre-ETS Other: _____
 Internet Search (Google, Bing, Yahoo)

Student Contact Information (A scribe was used for this section of the application)

*All communication will be sent via email. An email address is required.

Student's Full Name: _____ Nickname: _____

Date of Birth (MM/DD/YY): _____ Social Security No: _____

Gender: Male Female Green Card No (if applicable): _____

Cell Phone: _____ Home Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

High School: _____ City: _____ State: _____

Graduation Year: _____ Technology Center Name: _____

Technology Program Name: _____ Dates Attended: _____

Student's permanent residence is with: Mother Father Both Other

Does the student have a guardianship in place? No Yes

Name of Guardian: _____

If yes: Full Partial If yes, include a copy.

Parent/Guardian Contact Information (A scribe was used for this section of the application)

*All communication will be sent via email. An email address is required.

Parent/Guardian Name: _____	Parent/Guardian Name: _____
Cell Phone: _____	Cell Phone: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Email: _____	Email: _____

Emergency Contact Information

Name: _____

Relationship: _____

Cell Phone: _____

Other Phone: _____

Address: _____

City: _____

State: _____ Zip: _____

Emergency Contact Information

Name: _____

Relationship: _____

Cell Phone: _____

Other Phone: _____

Address: _____

City: _____

State: _____ Zip: _____

[PROJECT SEARCH® COMPLIANCE FORM]

Parent / Student Information

1. A student cannot participate if the student has not graduated from high school.
2. Final placement into Project SEARCH® will depend upon an Individual Plan of Employment (IPE) Meeting with your VR Counselor.
3. Release: A copy of the last IEP, MEEGS and/or Psychological evaluation concerning my son/daughter may be kept on site and reviewed by the program professional staff. Student information may be released to program partners at the discretion of the program instructor.
4. Equal Opportunity: Project SEARCH® placement will be made without regard to race, color, national origin, sex, age, religion, or presence of a disability.

Student's position within the Project SEARCH® program is contingent upon adherence to the policies and procedures of both the Tulsa Tech and Host Business.

By signing or typing your names, the parent/guardian and student understand and agree to comply with the statements and information stated above; including section B, 1-5.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Proof of Vaccinations

- 2 MMR/Varicella Vaccines or Positive Titers
- TB Test (performed upon onboarding)

**Subject to change upon hospital discretion*

[CERT ACADEMY]
PROJECT SEARCH® & CERT CULINARY MEDIA RELEASE FORM]

Project SEARCH®

Parent/Guardian: Read the student contract below. Please sign and date.

I, (print student name) _____, hereby grant to Tulsa Tech and the Project SEARCH® Oklahoma Partners the irrevocable and unrestricted right to use and publish/broadcast photographs, videos, social media and audio recordings of me, or any in which I may be included , for editorial, trade, advertising and any other purpose and in any manner or medium; to alert the same without restrictions; and to copyright the same.

I hereby release to Tulsa Tech and the Project SEARCH® Oklahoma Partners and their legal representatives, successors, and assigns for all claims and liability relating to said photograph, video, images and audio recordings. I understand that any use of my image will relate to the school and Project SEARCH® activities, and also that I receive no compensation for the use of my image and/or name.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Tulsa Tech CERT Culinary

Parent/Guardian: Read the student contract below. Please sign and date.

I, (print student name) _____, hereby grant to the Tulsa Tech CERT Academy the irrevocable and unrestricted right to use and publish/broadcast photographs, videos, social media and audio recordings of me, or any in which I may be included , for editorial, trade, advertising and any other purpose and in any manner or medium; to alert the same without restrictions; and to copyright the same.

I hereby release to the Tulsa Tech CERT Academy and their legal representatives, successors, and assigns for all claims and liability relating to said photograph, video, images and audio recordings. I understand that any use of my image will relate to the school and Tulsa Tech CERT Academy activities, and also that I receive no compensation for the use of my image and/or name.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

[PROJECT SEARCH® & CERT ACADEMY STUDENT CONTRACT]

Parent/Guardian: Read the student contract below. Please sign and date.

I (print student name), _____, understand that if I have been accepted into the Tulsa Tech CERT Academy, and I must abide by the following terms and conditions:

- » I will attend the program every day from 8 am – 2:30 pm, Monday through Friday.
- » I understand that the Tulsa Tech CERT Academy correlates with the Tulsa Tech school calendar.
- » I will dress appropriately, and wear required uniform.
- » I will call my instructor and departmental supervisors when I am absent or tardy.
- » I will follow all the rules, policies and procedures established by the Tulsa Tech CERT Academy , Tulsa Tech and host business.
- » I will attend evaluation meetings with my rehabilitation counselor, parent/guardian, teachers, and business staff.
- » I will be an active participant and communicate any issues at our evaluation meetings.
- » I will actively pursue employment.
- » I will take a TB test, Flu Shot and Drug Screening and additional immunizations as required by the Host Business.
- » I understand that by signing this document I give permission for the partner agencies to share and discuss testing, reports, and other pertinent information with each other.

I have read the above terms and conditions and agree to accept my placement in the Tulsa Tech CERT Academy if selected. I understand that I may be asked to leave the Tulsa Tech CERT Academy if I fail to follow the terms and conditions.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Transportation

How do you plan to get to your CERT Academy Program: Project SEARCH™ CERT Culinary
 Public Transit Parents Drive Self Ride Share

Department of Rehabilitation Services (DRS) Information

Do you have a DRS Vocational Rehabilitation Counselor? Yes No

Counselor Name: _____ Phone Number: _____ Date DRS case was opened: _____

Comments: _____

D.H.S. Developmental Disabilities Services (DDS) Information

Are you eligible or do you currently receive DDS Services? Yes No

Case Worker Name: _____ Phone Number: _____

Comments: _____

Health Information

Medication: _____ Dosage: _____ Time of Day: _____

List any health, medical, or allergy issues that may impact participation or a successful job placement:

Please list any limitations (physical, mental, or emotional) that impact participation and employment:

Applicant IQ Score: _____ Applicant Special Education Category: _____

Do you receive Social Security benefits? Yes No

Have you ever met with a Social Security or DRS benefits planner? Yes No

Behavioral Summary

Do you have any behaviors that might impact a successful job placement? Yes No

If yes, please explain:

[EDUCATIONAL HISTORY]

(A scribe was used for this section of the application)

Schools Attended (Name, City, and State)	Public or Private	Calendar Years Attended	Reason for Leaving
--	-------------------	-------------------------	--------------------

Did/will receive: High School Diploma Equivalent Certificate

Name of certificate received: _____

Participated in general education classes: Yes No

Describe inclusive educational experiences/List inclusive classes:

List or attach accommodations and modifications used in general education classes according to student's IEP.

[STUDENT QUESTIONNAIRE]

1. Why do you want to attend the CERT Academy at Tulsa Tech?

2. What kind of job would you like to have when you finish school? Why?

3. Describe the most challenging part of school, both academically and socially?

4. What responsibilities do you have at home?

5. Describe how you like to spend your free time.

6. Describe a time when you felt successful.

[EMPLOYMENT HISTORY]

Please complete the following, including paid employment, unpaid employment, school-based employment training and internships.

(Employment experience is not a requirement for admission.)

- A scribe was used for this section of the Application
- No Work History

How do you want to be employed in the community upon completion of CERT Academy?

- Full time
- Part time

Paid Employment / Volunteer / Internship

Employer 1: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

Hire Date: _____ Last Day: _____ Reason for Leaving: _____

- Paid
- Internship
- Volunteer
- School-based employment training

Employer 2: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

Hire Date: _____ Last Day: _____ Reason for Leaving: _____

- Paid
- Internship
- Volunteer
- School-based employment training

Employer 3: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

Hire Date: _____ Last Day: _____ Reason for Leaving: _____

- Paid
- Internship
- Volunteer
- School-based employment training

Have you ever been fired from a paid employment position/volunteer position/internship? Yes No

If yes, please explain: _____

Have you ever quit a paid employment position/volunteer position/internship? Yes No

If yes, please explain: _____

[EMPLOYMENT REFERENCES]

1. Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

2. Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____



CERT ACADEMY STUDENT APPLICATION

EDUCATOR RECOMMENDATION FORM
2025—2026 ACADEMIC YEAR

Applications only accepted in hard copy format (not electronically) » Due Date: May 1, 2025

[EDUCATOR RECOMMENDATION FORM]

(Applicant's name): _____

The above-named individual has applied to the Tulsa Tech CERT Academy. The CERT Academy serves to provide young adults with mild/mild-moderate intellectual disabilities an inclusive Technical Education experience that will further their academic, employment, social, and independent living skills. Please answer the following questions to the best of your ability. Applications will not be reviewed without recommendations. Applicants have waived their right to access the recommendation form.

Recommendations will be kept in the strictest confidence. Recommendation forms must be submitted using the form shown and returned with the application packet in a sealed envelope with the evaluator's signature across the flap.

If you have any further questions, please contact Teresa Berg - ACD Adult Coordinator at teresa.berg@tulsatech.edu, Elena Morales - Special Services Coordinator at elena.morales@tulsatech.edu or call (918) 828-5000.

Contact Information

Your Name: _____ Title/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

1. How long have you known the student?

2. In what capacity?

3. Are you familiar with the Program? Yes No

4. How do you feel the student would benefit from post-secondary education service in the area of academics?

Please describe the student's current level of academic functioning.

5. Do you feel the applicant would benefit from post-secondary education service in the area of socialization?
Why or why not? Describe the current level of socialization that you have observed:

6. Do you feel the student would benefit from post-secondary education service in the area of career development?
Why or why not?

7. Does the student have any behaviors that would interfere with his or her ability to participate in the Tulsa Tech CERT Academy (Project SEARCH or CERT Culinary) programs? Yes No

Comments:

8. Discuss how the student manages stress:

9. Do you feel the parents are ready to let their student go? Yes No

Comments:

Independent Living Skills

Finds way around new environment

- Has never had the opportunity
- Needs complete assistance
- Needs limited assistance
- Completely independent

Follows a schedule independently

- Has never had the opportunity
- Needs complete assistance
- Needs limited assistance
- Completely independent

Hygiene

- Is independent
- Needs assistance

Asks for help, clarification

- Needs prompting
- Always
- Only in familiar situations

Uses appropriate judgment in an emergency

- Has received instruction, but has not been in the situation
- Has not received instruction
- Independent
- Needs assistance

Copes well with stress

- Needs assistance
- Has and uses coping strategies
- Independent

Adjusts well to new environments

- Needs much assistance
- Needs little assistance
- Independent

Prefers to do things for himself/herself

- Yes
- No
- Frequently requests assistance

What responsibilities outside of classwork does the student have at school?

Is the student able to manage his/her own time?

- Arrive on time
- Allow enough time to walk to classes, etc.
- Uses alarm clock
- Uses schedule or day planner
- Not at this time

Has participated in community-based instruction

- Not at this time
- Yes, successfully
- Yes, unsuccessfully

Students knows and understands disability

- Not aware of disability
- Knows disability, but does not understand
- Knows and understands

Social Skills and Communication

Communicates needs appropriately

- Yes
- No
- With prompting

Engages in age appropriate interaction

- Yes, socializes with same age peers
- Does not socialize
- Socializes mostly with family
- Socializes with older
- Socializes with younger

Deals with conflict

- Needs much assistance
- Seeks assistance
- Needs limited assistance
- Independent

Distinguishes between friends & strangers

- Yes
- No
- Has not been in the situation

Follows rules

- Yes, is a rule follower
- Needs reminders
- Struggles following rules

Respects authority figures

- Yes
- No
- Depends on the relationship

Uses cell phone (check all that apply)

- Phone calls
- Text messages
- Calendar/day planner
- Alarms
- Apps
- Internet browsing

Is able to provide personal information (check all that apply)

- Address
- Emergency contact
- Medication information
- Phone number
- Email address
- Social Security

Uses email (check all that apply)

- Has email account but does not use
- With assistance
- Independently
- Remembers passwords

Maintains appropriate social behavior

- With prompts
- Independently with family
- Needs reminders in public situations
- Independent in public situations

How does the student manage anger/anxiety?

Please explain.

Academic Skills

Reading skills

- Approximate grade level reading ability: _____
- No functional reading
- Reads chapter books
- Reads books silently
- Can answer questions about a reading selection
- Can summarize a reading selection
- Reads books for pleasure

Math skills

- No functional math skills
- Handles money to make a purchase
- Counts change in bills
- Manages a checking account
- Stays within a budget

Computer skills (check all that apply)

- Google Docs
- Internet search
- Remembers password
- Microsoft Productivity
- Requires assistance to use a computer

Has participated in inclusive class

- No
- Yes, independently
- Yes, with assistant
- Yes, with accommodations

Following verbal directions

- Yes
- No
- 1-2 step directions
- With reminder

Following written directions

- Yes
- No
- With reminder

Time Management

- Reads a calendar
- Makes appointments
- Keeps planner/agenda
- Sets reminders on phone
- On time
- Needs complete assistance

Writing skills

- Writes simple sentences
- Uses punctuation
- Copies notes from board
- Does not write
- Uses technology for writing

Listening skills

- Able to retell settings, problems, events and solutions
- Creates questions based on information presented

Assistive technology

- iPad-apps: _____
- Live Scribe Pen
- Laptop
- Voice Recognition software
- Dragon Naturally Speaking
- OneNote
- Evernote
- Recording device
- Google apps
- Other: _____

Please feel free to provide any supporting documentation.



CERT ACADEMY STUDENT APPLICATION

RECOMMENDATION FORM
2025—2026 ACADEMIC YEAR

Applications only accepted in hard copy format (not electronically) » Due Date: May 1, 2025

[RECOMMENDATIONS AND RELEASE]

Please list the following information for recommendations. Recommendations will need to be returned to student with signature across seal in order to be included in application packet.

Recommendation letters without signatures across seal will not be accepted. Individuals sending recommendations should know the student well and be able to speak to his/her readiness for the Tulsa Tech CERT Academy:

Recommendation 1 (Educator)

Name: _____ Position: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Recommendation 2

Name: _____ Position: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Recommendation Release

I agree to waive my right to access the student recommendation forms.

Applicant Name: _____ Date: _____

Applicant Signature: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

[RECOMMENDATION FORM]

(Applicant's name): _____

The above-named individual has applied to the Tulsa Tech CERT Academy. The CERT Academy serves to provide young adults with intellectual/developmental disabilities an inclusive Technical Education experience that will further their academic, employment, social, and independent living skills. Please answer the following questions to the best of your ability. Applications will not be reviewed without recommendations. Applicants have waived their right to access the recommendation form.

Recommendations will be kept in the strictest confidence. Recommendation forms must be submitted using the form shown and returned with the application packet in a sealed envelope with the evaluator's signature across the flap.

If you have any further questions, please contact Teresa Berg - ACD Adult Coordinator at teresa.berg@tulsatech.edu, Elena Morales - Special Services Coordinator at elena.morales@tulsatech.edu or call (918) 828-5000.

Contact Information

Your Name: _____ Title/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

1. How long have you known the student?

2. In what capacity?

3. Are you familiar with CERT Academy?

Project SEARCH™: Yes No

CERT Academy: Yes No

4. How do you feel the student would benefit from post-secondary education service in the area of academics?

Please describe the student's current level of academic functioning.

5. Do you feel the applicant would benefit from post-secondary education service in the area of socialization?
Why or why not? Describe the current level of socialization that you have observed:

6. Do you feel the student would benefit from post-secondary education service in the area of career development?
Why or why not?

7. Does the student have any behaviors that would interfere with his or her ability to participate in the Tulsa Tech Service Career Academy? Yes No

Comments:

8. Discuss how the student manages stress:

9. Do you feel the parents are ready to let their student go? Yes No

Comments:
