

# LEBANON COUNTY CAREER AND TECHNOLOGY CENTER

## APPLICATION DIRECTIONS FOR THE 2025-2026 SCHOOL YEAR

**Online Application:** <https://www.lcctc.edu/enrollment>

Scroll down and click the **Registration Links** button → then find the application link for Cedar Crest High School

- If you receive an **error message**, either close down that tab and try again or use a different internet browser
- As you complete the application, please note all of the directions on the right- side column of the online application to avoid unnecessary mistakes
  - The information below will also help you complete the application without mistakes

### **Are you currently attending CTC or have you attended in the past?**

- Any student who is currently attending CTC or attended at any point in the past and would like to apply for a NEW program...
  - **You DO NOT need to complete the online application**
  - Contact your CCHS or CTC school counselor instead
  - **Request a paper application**, which must be submitted by the February 28, 2025 deadline

## Helpful Notes to Complete the Application

### • **DEMOGRAPHICS**

- This section is all about the **applicant**
- Please fill in applicant's **full legal name**
  - Use capital letters at the beginning of your First, Middle, and Last name
  - If the student goes by a name other than his/her given name at birth, list it under nickname
- **Date of Birth** – be sure to change the year of birth if using the calendar drop down
- **Gender** – list gender assigned at birth
- **Race** – choose all that apply → If student is Hispanic, you must also choose another race under the dropdown
- Please select your **first-choice program** at the CTC → If you have a 2<sup>nd</sup> choice program, tell your school counselor
- Answer the question about parent/guardian and military

### • **STUDENT CONTACT INFORMATION**

- When completing the information for Student Contact Information, please be sure to enter the name of your parent/guardian in those text boxes
- If you do not know parent/guardian's middle name, leave it blank
- If you wish to add an additional parent/guardian/emergency contact, please click the green plus sign in the upper right of that section

### • **HOUSEHOLD INFORMATION**

- Enter applicant's last name
- Enter applicant's address
  - If you don't have a "suffix" (like South, North) – leave it blank.
  - If you don't have an apartment number, leave it blank
- Enter parent/guardian phone number
- Enter primary language spoken at home

*Please continue to back of this document*

- **CHECK YOUR WORK**

- Before you hit submit, go back and check that everything has been done correctly

- **SUBMIT**

- Once you have completed all sections, you will click the submit button at the bottom right of the page
- The application is then finalized by your high school counselor

## **Additional Information**

- **WHAT HAPPENS NEXT?**

- Your school counselor will finalize the application and submit to the Lebanon County CTC

- **WHEN WILL I FIND OUT IF I AM ACCEPTED TO THE LEBANON COUNTY CTC?**

- Students will find out if they are accepted or not around mid-March
- The Lebanon County CTC will send congratulation letters to students who have been accepted in early April
  - These letters will also contain important information about entering your specific program

- **WHAT IS THE APPLICATION DEADLINE?**

- The application deadline for the 2025-2026 school year is February, 28, 2025
- **PLEASE DO NOT WAIT UNTIL THEN TO APPLY** → School counselors would like applications completed as soon as possible so there is time to process all of them prior to the deadline
- If you apply after the deadline, you will most likely end up on a waitlist as most programs fill up fast

**Please contact your High School Counselor or the CTC Counseling Office if you have any questions**

