

CAP 2022 Application Workflow



Create an Account

Go to <https://alamancecap.com/registration/> to create your account. You need an email address, username and password. Make sure you write down this information, so you can log in at any time to complete your application.

Complete the Initial Application

Before you start your application, gather these items to make your application process easy:

- Name, email address, cell phone number, address, and date of birth
- Contact information (name, email address, phone number) of a parent or guardian
- Name of your school and grade you are in
- Current high school GPA (unweighted)
- Your current transcript and attendance record
- List of CTE courses you are taking or have taken (name and year)
- Skills and abilities you would bring to the program and careers you are interested in
- List of any school, athletic, volunteer or community activities
- Previous employment information (if applicable), including place of employment, address, employment start and end date, supervisor name and phone number, description of job duties
- Facility tours you have attended
- How you heard about CAP

You can pause the application process at any time. Your progress will be saved automatically.



Parent/Guardian Review

Once you have completed your initial application, your parent or guardian will receive an email with a link to review and sign your application. Make sure you use a current email address of your parent or guardian, and ask your parent/guardian to look out for this email. Usually, the email is being sent out a few minutes after you complete the initial application.

Career Development Coordinator Review

Once your parent/guardian has signed the application, your Career Development Coordinator (CDC) will also receive an email with a link to review and sign the application. If you are a student in the Alamance-Burlington School System (ABSS), you will be able to choose your CDC from a list. If you attend a charter or private school, are homeschooled or attend a school outside of Alamance County, please enter the email address of your CDC. To avoid any holdups, we recommend that you make your CDC aware of your application.

Full Application Review

After the application has been signed by your CDC, the CAP companies will be able to review your application.

Application Deadline is February 15, 2022.