

## CAP 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 your CDC has signed the application, the CAP companies will be able to review your application.

**Application Deadline is February 15.** The application deadline is the same each year.