



**Notice of Non-Discrimination**

RTCC provides equal education opportunities to all learners regardless of race, color, national origin, gender, disability, religion, sexual orientation, gender identity, or marital/civil union status. Questions about this policy should be directed to our Guidance Coordinator – 728-9595.

RTCC offers 12 technical education programs and hosts two regional pre-technical programs as follows. A complete listing of program description and course syllabi can be found at [www.randolphtech.org](http://www.randolphtech.org)

<p><b><i>Mechanical Core</i></b>          Automotive Technology          Building Trades          Diesel Technology          Environmental Resource Management</p>	<p><b><i>Business Core</i></b>          Business Management          Graphic Arts          Media &amp; Communication</p>
<p><b><i>Service Core</i></b>          Culinary Arts          Health Careers          Human Services &amp; Education          Public Safety &amp; Criminal Justice</p>	<p><b><i>Pre-Technical Programs</i></b>          RAVEN          Vocational Incentive Program (VIP)</p>

***Application Procedures***

1. A student may apply to RTCC by completing an application through his/her home school guidance office. Students must have Junior status, be sixteen years of age, and be enrolled in one of the seven high school regions served by the Center. Students who do not meet these criteria will be considered on an individual basis. Home school and independent school students should apply for placement by contacting the RTCC guidance office.
2. Any Vermont resident who has obtained a high school diploma may apply to RTCC as an adult student on a space-available basis by contacting RTCC’s Guidance Coordinator. Adults interested in adult/evening courses should contact the Adult Education Coordinator at 728-4241.

Every effort will be made to enroll all applicants who meet placement requirements and for whom Career and Technical education is realistic as determined by review of placement criteria.

The following factors are considerations taken by RTCC administration and faculty to determine acceptance into our programs:

1. Expressed interest of the student;
2. A schedule that permits maximum participation;
3. Outcome of visitation(s) and interview with instructor;
4. Recommendation by Guidance Counselor or other school personnel as well as other references;
5. Achievement, academic, attendance, and disciplinary history;
6. Selection of a non-traditional program; and
7. Seniors who have not participated in an RTCC program may be given priority when a program has received more applicants than can be accepted.

Placement decisions will be made in conjunction with discussion with parents and the home school Guidance Counselor. In order for an application to be considered it must include an up-to-date transcript; and any pertinent student records including, but not limited to, achievements, pertinent disciplinary information, and other information needed to insure that RTCC staff are prepared to support a student during program visits.

In order to fully serve the technical education needs of the region, the admissions procedure will take into account that the purpose of the RTCC program is to deliver instruction relative to the program competencies. The ability of students to access instruction given necessary safety, academic, behavioral, and technical skills will be taken into consideration.

Guidance Coordinator Patrick Halpin 728-9595 ext. 407 phalpin@randolphtech.org	Adult Education Coordinator Ruth Durkee 728-4241 rdurkee@randolphtech.org
Section 504 Coordinator Mike Abadi 728-9595 ext.424 mabadi@randolphtech.org	Title IX Coordinator Steve Kinney OSSU 728-9844 skinney@orangesw.k12.vt