



Online Application Instructions – Existing Students

A Guide to the Online Application and Required Student Fields

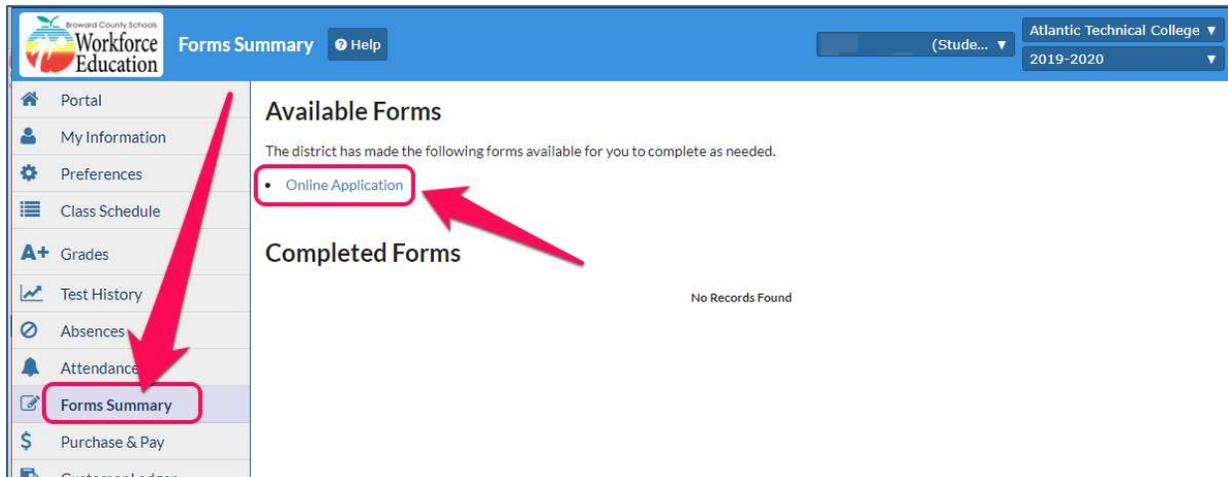
- Using Google Chrome, Safari, or Firefox from your computer or internet enabled device, go to browardfocus.com (do not type www).
- Log in to your Focus Portal
Username: Ten-Digit Student ID Number
Password: "P"+Date of birth in the format: PMM/DD/YYYY

This is your default password unless you have changed it. If you have already set a unique password for yourself, please use that one.

If you need your password reset, please contact your school and they can reset it for you.



- On the left side of the portal click, "Forms Summary," and select, "Online Application."



- If you have already started the application, continue by clicking the green button.

Student Name	Form	Status
	Online Application	In progress - Click to continue in English [EN]

- Please read all the directions and disclaimers on the following screens. After each screen, you can click **Next Page** to continue, **Previous Page** to go back, or **Save and Continue Later** to exit the application.



Student Online Application Reference Guide – Filling out the Application

Career, Technical, Adult & Community Education Workforce Education Registration Application

School of Interest

Which school would you be interested in attending?

School of Interest* 6 Atlantic Technical College

How Did You Hear About Us?*

- Banner
- Billboard
- Broward Educator
- Career Source Broward
- Community Agency
- Drive-by
- Flyer
- From a Counselor
- From a Student
- Internet
- Job/Career Fair
- Miami Herald
- Other
- Postcard
- Radio
- Social Media (Facebook, Twitter, etc)
- Sun Sentinel
- Television

Click the Next Page button to begin the application.

- 8 Your name and birthdate will be automatically filled in.
- 9 Select your Gender from the dropdown.
- 10 Enter your Social Security Number. This is not required, but you need to provide it to receive a 1098-T for your taxes.
- 11 If your email address doesn't automatically populate, please enter it here.

- 6 Select the school you would like to attend from the dropdown.
- 7 Check the appropriate box to answer, "How Did You Hear About Us?" You can select more than one answer. Then click, Next Page.

Career, Technical, Adult & Community Education Workforce Education Registration Application

Basic Information

Let's begin with some basic information.

First Name* Jane

Middle Name

Last Name* Doe

Former or Maiden Name (Optional)

Birthdate* January 1 2001

Gender* 9 F - Female

Social Security Number 55555555

Please Note: In order to receive a 1098-T for tax purposes, you will need to provide your Social Security Number.

Previous Page Next Page Save and Continue Later

- 12 Please provide your cell phone number if you have one.
- 13 Under **Physical Address**, enter your permanent address where you live.
- 14 If your **Mailing Address** is different, scroll down and turn on the toggle for "Mailing Address." Then you will be able to enter the PO Box or address on the screen.
- 15 Enter your phone number and click Save. (It can be the same as your cell phone.) Your address will appear on the screen.
- 16 To add more addresses or contacts, scroll up and click the button for either "New Address" or "New Contact" and repeat steps. This is optional.
- 17 Be sure to select your County of Residence at the bottom.

Contact Information

E-mail* 11 janedoe@hotmail.com

Cell Phone 12 954-555-5555

Address (Emergency Contact Not Required)*

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

13

123 Hello Ln.

Address Line 2

Fort Lauderdale

FL

33333

|-4

Mailing Address

If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

Scroll Down

Phone Number

(954) 123-4567

Unlisted Callout Blocked

Options

Primary Residence

Mailing Address

14

15

16

Cancel or Save

In What County Do You Live? 17 Broward (06)

At any time, you can click Save and Continue Later at the bottom of each page to finish your Application later.



Student Online Application Reference Guide – Filling out the Application

What is your Education Goal?

Select One* **18** Enroll in a Career & Technical Prog ▼

Have you attended an orientation at one of the Broward Technical Colleges?

Attended Orientation* **18b** N/A ▼

Do you need to speak to someone about your need for accommodations in the classroom or for test-taking purposes? **19**

Request meeting with Disability Services Advisor or School 504 Designee?* N/A ▼

- 20** If you've earned a High School Diploma or GED, select (YES). If you have not earned a HS Diploma or GED, select (NO).
- 21** If you are enrolling in Adult High School classes, select whether you need to complete an 18 credit diploma (A) or a 24 credit diploma (B). If you are not enrolling in Adult High School, select (Z).
- 22** Select your country of birth from the drop down.
- 23** If you are currently employed, select (E). If you are currently employed but have received a notice of termination at that job, select (S). If you are unemployed and are seeking a job, select (U). If you are unemployed and not seeking a job, select (N).
- 24** Please read the statement. If you agree and think your attitudes, beliefs, customs, or practices create a barrier to you being employed, select (C). If you do not feel this way, select (N).
- 25** If you have been subject to any part of the criminal justice process for committing a delinquent act, or are overcoming an arrest or conviction of a crime, you may choose to select (E). If not, select (N).
- 26** If you are homeless and do not have a fixed, regular nighttime residence (your nighttime residence could be a shelter, motel, etc.), select (A). If you are homeless and your primary nighttime residence is not a place designed for sleeping (example: car, park, bus stop, etc.), select (B). If you are a migratory child who has changed schools due to parent's seasonal employment as a farmworker, select (C). If you are under 18 years old and have run away from home, select (D). If none of these apply to you, select (N).
- 27** If you are an unemployed seasonal farmworker or dependent of an unemployed seasonal farmworker, select (A). If you are an employed seasonal farmworker or dependent of an employed seasonal farmworker, select (B). If none of these apply to you, select (N).

Income Status – The following page has a very detailed question about your Income Status. Please read options A, B, and C. If one or more of these applies to you, check the box for that letter below. You may check more than one. If none of these apply to you, select (N). *Your answer will be kept confidential.*

- 18** Select your Education Goal from the dropdown:
 - a Earn your GED
 - b Enroll in a Career & Technical Program
 - c Improve your English Language Skills (ESOL)
 - d Register for the TABE test ONLY

18b If your Education Goal is to (b) **Enroll in a Career & Technical Program**, indicate whether you have attended orientation. If you have not, links will appear to help you find the orientation schedule. Click on your campus of interest.

19 If you want to speak to someone about accommodations, select (YES) here and fill out the information in the boxes that appear. This is in reference to disabilities and special accommodations. You will be contacted by a Disabilities Advisor. If you do not require special assistance, select (NO).

Note: If your Education Goal is to **TABE Test only**, you are finished! A stop sign will appear. Click, "Save and Continue Later," and close the browser window.

Other Required Information

Do you have a standard High School Diploma/GED?* **20** N/A ▼

Adult HS Diploma Option: Please select one of the following. If you are not enrolling in Adult HS classes, please select "Z-Not Applicable".* **21** N/A ▼

In what country were you born? * **22** United States [US] ▼

What is your current Employment Status?* **23** N/A ▼

Perceived Employment Barriers

Do you feel that you possess attitudes, beliefs, customs or practices that influence the way you think, act, or work which may be a barrier to employment? **24** N/A ▼

Ex-Offender

Are you currently or have you previously been subject to any stage of the criminal justice process? * **25** N/A ▼

Homeless and Runaway Youth

Please select the option below that applies to you: **26** N/A ▼

Migrant and Seasonal Farmworker

Please select the option below that applies to you: **27** N/A ▼

At any time, you can click Save and Continue Later at the bottom of each page to finish your Application later.



Student Online Application Reference Guide – Filling out the Application

Ethnicity

Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Are you Hispanic or Latino? **28**

No

Race

American Indian or Alaska Native refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.

Black or African-American refers to a person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander refers to a person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

White refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

What is your race? Mark all that apply. **29**

Race: American Indian or Alaska Native* No

Race: Asian* No

Race: Black or African American* No

Race: Native Hawaiian or Other Pacific Islander* No

Race: White* No

- 28** If you identify as Hispanic or Latino, meaning a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, select (YES). If you do not, select (NO).
- 29** Please select (YES) next to your race. If you identify as more than one race you may select (YES) for more than one category. Please refer to the definitions on this page of each race category. You must select at least one race.
- 30** Please select your primary program of interest from the dropdown. If you are planning to enroll in an **Apprenticeship** class or **Adult ESOL**, this is the only question on this screen.
 - 30a** If your Program of Interest is **GED** or any **Career & Technical Program**, you have the option of also picking two alternate programs of interest.
 - 30b** Career & Technical Programs require students to meet mandatory basic skills levels in order to fully complete the program. Please read the **Basic Skills Acknowledgement** and check (I AGREE).
 - 30c** If you intend to enroll in a **Career & Technical Program**, you may be eligible for Financial Aid. If you are interested, select (YES), and you will see additional information on the Financial Aid process. If you are not interested in Financial Aid, select (NO).

- 31** Please answer **A Final Few Questions** on the following page. These are straightforward questions about your:
 - Military Status
 - Florida Residency (*Please only select either 4 or 5*)
 - Citizenship
 - Highest Level of Schooling
 - Origin of Schooling
 (*Additional questions are explained on the next page.*)

Please Indicate Your Programs of Interest

Please note not all programs are offered at all locations. [Click here](#) to view a program listing for your school of interest.

Please select your programs of interest below.

Primary* **30** GED Prep

Alternate **30a** Automotive Service Technology

Alternate Practical Nursing

Basic Skills Acknowledgement:

I understand that, should I not meet the required basic skills scores for my technical program, I cannot receive a Certificate of Program Completion or participate in the graduation ceremony. I have been informed of basic skills exemption/completion criteria and remediation options.

I Agree **30b**

If you enroll in a Career & Technical Program, you may be eligible for Financial Aid! There are several types and sources of aid available depending on many different factors.

Are you interested in applying for Financial Aid?
30c N/A

A Few Final Questions

What is your Military Status?* N/A **31**

Please Select Your Florida Residency Status (Select Either [4] or [5]):* Adult - Florida Resident [4]

Please indicate your citizenship.* N/A

At any time, you can click Save and Continue Later at the bottom of each page to finish your Application later.



Student Online Application Reference Guide – Filling out the Application

What is your native language? Spanish

Check the box if you have difficulty reading and/or writing the English language. 32

Are you a currently a single parent or pregnant woman? 33 Not Applicable [Z]

Displaced Homemaker

Are you an individual (male or female) who has worked primarily in the home without pay and now, because of death, divorce, separation or disability of their spouse, or loss of public assistance, need to seek training to enter the job market?

34 Z - Not Applicable

International Students

Are you an international student with an approved M-1 visa?

35 Yes

Please contact the International Student Advisor at (754) 321-5737 at your earliest convenience.

32 Select your native language from the dropdown. If you select a language other than English, a checkbox will pop up. If you have difficulty reading and/or writing in English, check the box.

33 A **single parent** is someone who is unmarried, widowed, or legally separated from his/her spouse and has either joint or full custody of minor children.

If you are a single parent who is currently pregnant, select (B). If you are a single parent, but are not currently pregnant, select (S).

If you are currently pregnant and single, select (W). If none of these apply to you, select (Z).

34 If you worked primarily as a homemaker without pay to care for your home and family and now, because of death, divorce, separation, disability of spouse, etc., you are seeking training to enter or move up in the job market, select (A).

If you were dependent on a relative or public assistance, but are no longer supported by that income, and you are seeking training to enter or move up in the job market, select (B).

If you are a parent whose youngest child will become ineligible to receive assistance under AFDC within two years (age 16), and you are seeking training to enter or move up in the job market, select (C).

If you are the dependent spouse of a member of the Armed Forces on active duty whose family's income has been significantly reduced due to deployment, change of station, death or disability of your spouse, select (D).

If none of these apply to you, select (Z).

35 If you are an international student with an approved M-1 Visa, select (YES). A phone number will pop up for the International Student Advisor. Please contact this number for information. If this does not apply to you, select (NO).

36 Click on each link to view the documents.

37 Once you have read the documents, select (**I Have Read and Agree**) for each one listed below.

38 Type your full name in the box to certify that you understand and agree to adhere to any policies in these documents.

39 Read the statement and type your full name as your **Student Signature**. Enter today's date and click, Next Page.

Forms

Your digital signature is required on the following forms prior to enrollment. Please click on the link for each form and read it completely. After you have finished reading each form please select the menu option indicating that you have read and understand it. At the bottom of the page there is a place for your digital signature. By signing it, you agree to adhere to policies stated in the forms.

[Explantation of Learner's Rights and Responsibilities](#)

[Workforce Education Refund Policy](#)

[Workforce Education Conduct and Discipline Code](#)

[Computer Network Use Agreement Form](#)

[GED® and Industry Certification Test Score Release Form](#)

Learner's Rights and Responsibilities* I Have Read and Agree

Refund Policy* I Have Read and Agree

Conduct and Discipline Code* I Have Read and Agree

Computer Network Use* I Have Read and Agree

GED Score Release Consent I Have Read and Agree

I have read the above forms and agree to adhere to any policies stated within (Type Your Full Name To Sign)* Jane Doe 38

Signature

I hereby certify that the information on this application is accurate to the best of my knowledge. I further certify that I am not currently expelled from the Broward County Public Schools.

Student Signature (Type Your Name)* Jane Doe 39

Date* April 21 2020

[Clear Selected](#)

On the final screen click, **Submit and Finish Application.** You are finished!

Please contact the Office of Admissions at the school of your choice for next steps.

[Previous Page](#)

[Submit and Finish Application](#)

At any time, you can click Save and Continue Later at the bottom of each page to finish your Application later.