ACADEMIC DUAL CREDIT APPLICATION

(For programs/courses taking place in 2027-2028 School Year)

*DEADLINE to Apply: **TUESDAY, MARCH 9TH, 2027**

***Submit application to the SD38 Career Programs – c/o Learning Services @ Cambie Secondary School (in person or by email to careerprograms@sd38.bc.ca)**

THIS APPLICATION IS FOR: (SELECT ONE when completing page 3.)

Intro to Early Childhood Education Program Langara College	**Intro to Health Science 1115 COURSE** KPU Richmond
Biomedical & Health Science Program KPU Surrey	**Business Program (Melville School)** KPU Surrey
Architecture, Construction & Engineering (ACE) BCIT Burnaby	

This form is NOT FOR the KPU course taken through our LinK38 and STRIVE programs.

Each of these will have their own distinct application. Schools will be notified when these are available (and they will be posted on the Career Programs website https://careerprograms.sd38.bc.ca).

- -

BENEFITS TO STUDENTS

- **TUITION PAID** by Richmond School District #38
- **EARN DUAL CREDITS** – high school credits toward graduation + post-secondary credits
- **EARN EMPLOYABILITY SKILLS / EARNING POTENTIAL**
- **GET AHEAD with your post-secondary studies while in high school**

STUDENT ELIGIBILITY CHECKLIST:



- ❑ **Must be a Canadian Citizen or Permanent Resident. (If PR, must be valid and not expire during program.) International students are not eligible to apply unless indicated on next page.**
- ❑ For most programs, only grade 11 students may apply to take in grade 12 **(exceptions on reverse)**.
- ❑ Has a good attendance and punctuality record
- ❑ Meets (or currently be completing) all program pre-prerequisites for which student is applying
- ❑ Keen interest in career area supported by course or program for which student is applying
- ❑ Readiness/maturity for participation in a post-secondary environment
- ❑ Ability to commute to post-secondary campus location
- ❑ Strong English language skills to support success with program readings/assignments
- ❑ Able to cover costs for program participation (e.g. textbooks, school fees, transportation etc.)

**** Please tear off this sheet before submitting application ****

KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

UNDERSTANDING THE PROGRAM / COURSE FOR WHICH YOU ARE APPLYING (Select one)

- **Prior to applying, read specific program page on the Career Programs website: https://careerprograms.sd38.bc.ca/our-programs**
- Must apply in Grade 11 and take in Grade 12 (exception is HSCI 1115 course; students may apply during Grade 10 or 11 school year to start in the summer prior to Grade 11 or 12)
- Student earns post-secondary credit + high school elective credits as indicated below

Intro to Early Childhood Education – Langara full-time

Length: September – December (includes practicum)
(Student returns to home school in Semester 2)
Dual Credits: High School (16 Gr. 12 credits)
Langara (11 credits)
Admission Requirements: (prior to program start)
- On track to meet all Grade 12 grad requirements
- Completion of Language Arts 12 (min. 50%) or Language Arts 11 (min. "C+")

If accepted, student must:
- Complete Criminal Record Review (Ministry of Public Safety & Solicitor General)
- Complete First Aid Certificate for working with children

Post-Secondary Courses Taken:
- ECED 1102, ECED 1112, ECED 1116, and ECED 1119* (*Practicum)

Intro to Health Science (HSCI 1115) – KPU Richmond

Length: Summer course + culminating assignment and exit interview in the fall.
Dual Credits: High School (4 Gr. 12 credits)
KPU (3 credits)
Admission Requirements: (prior to program start)
- Completion of Math 10 and a Language Arts 10 (min. "B")
- International students MAY apply but priority is given to Canadian citizens and those with valid Permanent Residency

If accepted, student must:
- Be available during summer for all classes
- Not take summer school course, as schedule conflicts

Post-Secondary Course Taken:
- Intro to Health Science 1115 (this supports the KPU Biomed program as a fifth course toward degree)

Biomedical & Health Science Program – KPU full-time

Length: February – June at KPU Surrey Campus (72nd Avenue)
(Student attends home school in Semester 1)
Dual Credits: High School (16 Gr. 12 credits)
KPU (12 credits)
Admission Requirements: (prior to program start)
- On track to meet all Grade 12 grad requirements
- Completion of Language Arts 12 (min. C+), Biology 11 (min. "B") AND Chemistry 11 (min. "B")
- Biology 12 and Chemistry 12 recommended

If accepted, student must:
- Understand they do not get Spring Break holiday
- Have a keen interest in Biomedical & Health Sciences

Post-Secondary Courses Taken:
- BIOL 1150, BIOL 1250, ENGL 1100 and PSYC 1100

Business Program – KPU full-time

Length: February – June at KPU Surrey Campus (72nd Avenue)
(Student attends home school in Semester 1)
Dual Credits: High School (16 Gr. 12 credits)
KPU (12 credits)
Admission Requirements: (prior to program start)
- On track to meet all Grade 12 grad requirements
- Completion of Language Arts 12 (min. C+)
- Completion of Business elective course(s) recommended

If accepted, student must:
- Understand they do not get Spring Break holiday
- Have a keen interest in business studies

Post-Secondary Courses Taken:
- MRKT 1199, BUSI 1215, ACCT 1110, CMNS 1140* (*Communications)

Architecture, Construction & Engineering (ACE) – BCIT f/t

Length: July – August (6 weeks) at BCIT Burnaby
Dual Credits: High School (12 Gr. 12 credits)
BCIT (9 credits)
Admission Requirements: (prior to program start)
- Completion of Language Arts 11 (min. 50%)
- On track to meet all Grade 12 grad requirements

If accepted, student must:
- Not take summer school course, as schedule conflicts
- Have access to a computer and reliable Internet service

Post-Secondary Courses Taken:
- ACED 1200, ACED 1215, ACED 1225

PRIOR TO APPLYING STUDENT MUST…

VISIT the SD38 Career Programs website page that is specific for the program/course they wish to take.

https://careerprograms.sd38.bc.ca/

ACADEMIC DUAL CREDIT APPLICATION

(Apply NOW for program or course to be taken in 2027-2028 School Year)

Date of Application Completion (MM/DD/YYYY): _____ / _____ / _____

PLEASE PRINT CLEARLY

STUDENT INFORMATION

Name: _____ Current Grade: _____
First Middle Last

Mailing Address: _____

City/Prov: _____ Postal Code: _____ Home Phone: _____

Home School: _____ Grad Date (mm/yy):____ / ____ School Counsellor: _____

PEN #: _____ Age: _____ Birthdate (DD/MM/YYYY): _____ / _____ / _____

Canadian Citizen: ❑ YES ❑ NO **PR Card:** ❑ YES ❑ NO PR Expiry: _____ **Aboriginal:** ❑ YES ❑ NO

Student Email: _____ Student Cell: _____

Parent/Guardian Info: Email: _____ Cell: _____

Applicant's Signature: I certify that all statements in this application package are true and complete.

Date: _____ Signature: _____

ACADEMIC DUAL CREDIT PROGRAM /COURSE APPLYING FOR: (Check One)

(Programs /HSCI 1115 Course will only be offered based on sufficient enrolment)

- ❑ **INTRO TO EARLY CHILDHOOD EDUCATION Program** (FULL-TIME Semester 1 @ Langara College)
- ❑ **INTRO TO HEALTH SCIENCE (HSCI 1115) COURSE** (Single course in summer @ KPU Richmond)
- ❑ **BIOMEDICAL & HEALTH SCIENCE Program** (FULL-TIME Semester 2 @ KPU Surrey)
- ❑ **BUSINESS Program** (FULL-TIME Semester 2 @ KPU Surrey)
- ❑ **ARCHITECTURE, CONSTRUCTION & ENGINEERING (ACE) Program** (July – August (full time) @ BCIT Burnaby)

In Partnership with:

Langara. THE COLLEGE OF HIGHER LEARNING

KWANTLEN POLYTECHNIC UNIVERSITY

BCIT BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

For Career Programs Office Use Only:

Application Received Date: _____ Entered into Database (date): _____

❑ Application Complete ❑ Missing Items _____

APPLICATION CHECKLIST FOR SUBMISSION

(Please do not submit application until all below are checked off and enclosed.)

STEP 1 – APPLICATION CHECKLIST		Page	Completed and Enclosed
1.	Applicant Information page *(include application date and school year applying for)*	3	❑
2.	Completion of all checklists for Steps 1, 2 and 3 on this page	4	❑
3.	Statement of Interest and Intent *(thoughtfully complete; do rough draft prior to completing the form)*	5	❑
4.	Proficiency Self-Assessment Form	6	❑
5.	Academic Dual Credit Application Contract *(signed by applicant, parent/guardian and counsellor)*	7	❑
6.	Teacher Reference Form #1 *(teacher, counsellor or administrator completes and sends to Career Programs)*	9	❑
7.	Teacher Reference Form #2 *(a 2nd teacher, counsellor or administrator completes and sends to Career Programs)*	11	❑
8.	ATTACH (**if applicable**) both sides Permanent Resident Card – *MUST BE VALID & NOT EXPIRE DURING PROGRAM*	---	
STEP 2 – ATTACH FOR ALL PROGRAMS (EXCEPTION: Not needed for HSCI 1115 Course Applications)			
9.	ATTACH Professional Reference Letter *(NOT same person as #6 and 7; can use employer, coach, other teacher)*	---	❑
10.	ATTACH Up-to-Date Resumé *(highlight skills or experiences related to your chosen program of study)*	---	❑

STEP 3 – SEE COUNSELLOR TO ATTACH THE FOLLOWING:		Page	Completed and Enclosed
1.	ATTACH Most recent Learning Update/Report Card	---	❑
2.	ATTACH BC Diploma Verification Report	---	❑
3.	ATTACH Up-to-date Attendance Profile	---	❑
4.	If applicable, indicate Ministry of Ed Special Education Category: *Ministry Code:* _____ *Code Identification is for:* _____ ❑ *Not Applicable*	---	❑
5.	IEP MUST be ATTACHED if applicable: ❑ *Not Applicable* *(if applicable, check box in right column)*	---	❑

Submit **completed application** (with all attachments) to the **Career Programs Office** either in person at Cambie Secondary – Learning Services OR by email to careerprograms@sd38.bc.ca

After Application is Submitted…

- Career Programs sends email acknowledging receipt of application and informing applicant of any missing components.
- **ONLY qualifying** students will be invited to an interview (exception: Interview not needed for HSCI 1115 applicants).
- If successful with the above, notification of conditional acceptance will be sent to applicant in May/June.
- The Career Programs Office will arrange for a program site visit with student. (HSCI 1115 – Orientation in early June)
- Marks, attendance and behaviour will be reviewed to determine if final acceptance can be offered (late June for programs starting Semester 1 and early December for programs starting Semester 2).

As program seats are limited, completion of application and granting of an interview do NOT guarantee acceptance into the program.

****ONLY COMPLETE APPLICATIONS WILL BE PROCESSED****

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

APPLICANT STATEMENT OF INTEREST and INTENT

Applicant FULL Name: _____ **Program or Course:** _____

**** To only be COMPLETED by the STUDENT APPLICANT**** (answer thoroughly and thoughtfully)

1. What has motivated you to apply for this program /course while still in high school? (e.g. going into field)

2. At this time, what is your intended career pathway and/or post-secondary program of interest after high school? Explain how taking this course/program will support your current post-secondary plan.

3. Describe your knowledge, skills and attributes that will support your achievement in this program/course.
   - *And ONLY for those applying to the Langara ECE Program, how will these support your work with children (practicum)?*

4. What work experience, volunteer activities, hobbies and/or courses have you participated in that will enhance your enjoyment, understanding, and success of this program?

5. What aspects of attending university do you believe will be the most challenging for you and how do you plan to address/manage those challenges?

6. With the exception of the HSCI 1115 course, these Dual Credit Programs are FULL-TIME. Please comment on your commitment and whether you have any conflicts. **Attendance is very important to your success in this program.**

SD38 APPLICANT PROFICIENCY SELF-ASSESSMENT FORM

I understand the expected commitment for the duration of this post-secondary program (schedule) and that it requires my attendance for a full semester (exception is HSCI 111 course). This self-assessment will assist in determining my suitability and readiness for this post-secondary dual credit program.

Please indicate **by highlighting or circling** your proficiency for this post-secondary dual-credit program:

CORE COMPETENCIES	Proficiency Scale	Emerging	Developing	Proficient	Extending
		I demonstrate an **INITIAL** understanding of the concepts and competencies.	I demonstrate a **PARTIAL** understanding of the concepts and competencies.	I demonstrate a **COMPLETE** understanding of the concepts and competencies.	I demonstrate a **SOPHISTICATED** understanding of the concepts and competencies.
Communication • I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative) • I work with others to achieve a common goal • I can represent my learning, and tell how it connects to my experiences and values		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Creative Thinking • I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials • I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Critical Thinking • I actively listen to others and analyze evidence from different perspectives • I can ask questions and gather information • I can consider more than one way to proceed in an investigation or scenario		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Personal Awareness and Social Responsibility • I can use strategies that help me manage my feelings and emotions • I can persevere with challenging tasks • I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*
Positive Personal and Cultural Identity • I can explain what my values are and how they affect the choices I make • I can understand I will continue to develop new abilities and strengths to help me meet new challenges • I can reflect on my strengths and identify my potential as a leader in my community		*"I am just getting started and learn best with help."*	*"I am beginning to do more and more on my own."*	*"I can do it on my own."*	*"I go beyond what is expected of me.*

Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):

❑ Fully Ready ❑ Somewhat Ready ❑ Could be Ready (with some support)

Additional Comments: _____

Student FULL Name: _____ Student Signature: _____

Revised – November 2026

ACADEMIC DUAL CREDIT APPLICATION CONTRACT

FOR ALL TO READ BEFORE SIGNING:

- We understand that Richmond SD38 pays the cost of tuition for this program or course.
- We understand that students are responsible for the cost of required fees, materials, textbook s etc.
- We understand that students arrange for and cover the cost of their own transportation to the post-secondary campus and if applicable, to the practicum location.
- We understand that a vacation may not be taken during the scheduled program and that excellent attendance is required. This includes no Spring Break for programs running in semester two.
- We understand that the course grades (incl. withdrawals) earned in this DUAL CREDIT program will be placed on the student's high school record and be part of both their secondary and post-secondary academic history.

APPLICANT DECLARATION

- I agree to the above statements and conditions of the program, including the program schedule and commitment.
- I am able to commute to the program post-secondary school campus location.
- I give permission for the post-secondary school instructors and the SD38 Career Programs Office to share information regarding course progress, attendance and behaviour.
- I certify that all statements in this application package are true.

Student Printed Name:_____ **Date:** _____

Student's Signature: _____

PARENT/GUARDIAN DECLARATION

- I agree to the above statements and support my child's participation in this dual credit program/course.
- I understand my child may be in a class with adults during this post-secondary program/course.
- I understand this application may be shared with the post-secondary instructors of the applicable program for which the student is applying.
- **FOR ECE Program ONLY:** I understand that if accepted, my child must agree to completing a Criminal Record Check with the Ministry of Public Safety and Solicitor and taking a one-day First Aid Program specific to working with children.

Parent/Guardian Printed Name:_____ **Date:** _____

Parent/Guardian's Signature: _____

HIGH SCHOOL COUNSELLOR DECLARATION

- I have read the above statements and support this student's application for this dual credit program/course.
- I have verified this student meets the program requirements as found on the Career Programs website.

Counsellor Printed Name:_____ **Date:** _____

Counsellor's Signature: _____

PRINCIPAL/VICE-PRINCIPAL APPROVAL

- If selected, the Career Programs Office may contact your school's administrator to confirm approval

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Reminder to attach to your application:

- Updated resume **(not for HSCI 1115 applicants)**
- Professional reference LETTER **(not for HSCI 1115 applicants)**
- Valid/non-expiring PR Card (front/back) **– if applicable**
- Items listed under STEP 3 in checklist (pg 4)

TEACHER REFERENCE FORM #1

CAREERPROGRAMS
SCHOOL DISTRICT NO. 38 (RICHMOND)

Student FULL Name: _____ **Program/Course Applied for:** _____

When completing, bear in mind that this student has applied to take a rigorous college-level program or course. For ECE, this involves practicum work at a daycare centre.

Please check the following attributes as:	Emerging	Developing	Proficient	Extending
1. Demonstrates passion/aptitude for this field	_____	_____	_____	_____
2. Maturity	_____	_____	_____	_____
3. Accuracy / ability to follow instructions	_____	_____	_____	_____
4. Enthusiasm and interest	_____	_____	_____	_____
5. Adaptable - adjusts to new situations	_____	_____	_____	_____
6. Follows through on assigned tasks	_____	_____	_____	_____
7. Attendance	_____	_____	_____	_____
8. Punctuality	_____	_____	_____	_____
9. Shows motivation to learn new skills	_____	_____	_____	_____
10. Can work independently	_____	_____	_____	_____
11. Has positive attitude towards work	_____	_____	_____	_____
12. Accepts constructive criticism	_____	_____	_____	_____
13. Makes changes as a result of constructive criticism	_____	_____	_____	_____

14. As a candidate for this dual credit program/course I would rate this student as: (circle the most appropriate)

1 **2** **3** **4** **5**

NOT SUITABLE **SUITABLE** **EXCEPTIONALLY SUITABLE**

15. Could this student be counted on to represent Richmond SD38 favourably in this post-secondary setting?

YES _____ POSSIBLY _____ NO _____

16. Do you feel this student has a sincere interest in this District Dual Credit program/course?

YES _____ POSSIBLY _____ NO _____

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

_____

_____

_____

Teacher Evaluation Completed by: *Teacher please **SEND DIRECTLY** to careerprograms@sd38.bc.ca or put in school mail c/o Career Programs Office Cambie Secondary*

Teacher Name: _____ Signature: _____

Subject Area(s): _____ Years Known Student: _____

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Reminder to attach to your application:

- Updated resume **(not for HSCI 1115 applicants)**
- Professional reference LETTER **(not for HSCI 1115 applicants)**
- Valid/non-expiring PR Card (front/back) **– if applicable**
- Items listed under STEP 3 in checklist (pg 4)

TEACHER REFERENCE FORM #2

CAREERPROGRAMS
SCHOOL DISTRICT NO. 38 (RICHMOND)

Student FULL Name: _____ **Program/Course Applied for:** _____

When completing, bear in mind that this student has applied to take a rigorous college-level program or course. For ECE, this involves practicum work at a daycare centre.

Please check the following attributes as:	Emerging	Developing	Proficient	Extending
1. Demonstrates passion/aptitude for this field	_____	_____	_____	_____
2. Maturity	_____	_____	_____	_____
3. Accuracy / ability to follow instructions	_____	_____	_____	_____
4. Enthusiasm and interest	_____	_____	_____	_____
5. Adaptable - adjusts to new situations	_____	_____	_____	_____
6. Follows through on assigned tasks	_____	_____	_____	_____
7. Attendance	_____	_____	_____	_____
8. Punctuality	_____	_____	_____	_____
9. Shows motivation to learn new skills	_____	_____	_____	_____
10. Can work independently	_____	_____	_____	_____
11. Has positive attitude towards work	_____	_____	_____	_____
12. Accepts constructive criticism	_____	_____	_____	_____
13. Makes changes as a result of constructive criticism	_____	_____	_____	_____

14. As a candidate for this dual credit program/course I would rate this student as: (circle the most appropriate)

1 **2** **3** **4** **5**

NOT SUITABLE **SUITABLE** **EXCEPTIONALLY SUITABLE**

15. Could this student be counted on to represent Richmond SD38 favourably in this post-secondary setting?

YES _____ POSSIBLY _____ NO _____

16. Do you feel this student has a sincere interest in this District Dual Credit program/course?

YES _____ POSSIBLY _____ NO _____

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

_____

_____

_____

Teacher Evaluation Completed by: *Teacher please **SEND DIRECTLY** to careerprograms@sd38.bc.ca or put in school mail c/o Career Programs Office Cambie Secondary*

Teacher Name: _____ Signature: _____

Subject Area(s): _____ Years Known Student: _____

Revised – November 2026