

***OKALOOSA UP***

**PROGRAM HANDBOOK**

*(Supplement to OTC Handbook)*

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**ABOUT OKALOOSA UP**

Program Description

The Okaloosa UP program is a resource and support program offered to students with intellectual disabilities, located on the campus of Okaloosa Technical College. Okaloosa UP will provide career pathways to students in one of two areas that aligns with the student’s particular field of interest. The ultimate goal is that 100% of students accepted to Okaloosa UP will be able to secure gainful employment in their related industry.

Okaloosa UP students will complete their program over a two-year period to earn an Okaloosa UP certification as well as any industry certifications students are able to complete alongside their non-disabled peers (i.e. SafeServe, OSHA 10, etc.).

Additionally, two third year options will be offered to completers of Okaloosa UP: 1) apprenticeship certification guiding students into an actual hired position in the local community, or 2) enter their CTE program as a beginning student having earned hours towards completion of either Culinary or Building Trades.

Mission

The mission of Okaloosa UP (Unique Professionals) at Okaloosa Technical College is to give adult students with intellectual and/or developmental disabilities access to training and individualized supports that allow them to develop specific career skills by earning occupational completion points for jobs embedded within CTE programs, career certificates for full program completion, and industry certifications or licensure. Our ultimate goal is to help students to secure competitive, integrated employment within their communities.

**Included Services**

* Academic Advisement
* Career Counseling
* Employability Training
* Training in Life Skills, Social/Communication Skills, Self-advocacy
* Faculty Support
* Peer Mentoring
* Reasonable Accommodations based on documented need (if qualified)
* Referral to Vocational Rehabilitation

**Eligibility Requirements**

To enroll in the Okaloosa UP program, students must:

* Be at least 18 years old upon acceptance
* Have earned a high school diploma or the equivalent
* Have a documented intellectual disability that interferes with academic performance
* Have recent documentation from high school IEP or a licensed psychiatrist indicating evaluation results/eligibilities/diagnoses
* Have a clear discipline/incident report from high school or previous employment
* Have a strong attendance record
* Demonstrate basic functional understanding of literacy and reading skills
* Demonstrate basic understanding of mathematics
* Demonstrate the ability to function independently for a sustained period of time
* Display a level of social maturity conducive to an adult environment (i.e. educational setting and employment)
* Have the ability to independently maintain self-care and personal hygiene
* Have reliable transportation or public transport
* Have a support system committed to a collaborative partnership, such as parent/guardian/family support of the student’s participation in the program
* Demonstrate the desire to attend Okaloosa UP and adhere to the Okaloosa UP policies regarding attendance and participation in the Okaloosa UP and Okaloosa Technical College classes (willingness to follow program and college code of conduct)
* **STUDENTS WILL ADHERE TO THE OKALOOSA TECHNICAL COLLEGE STUDENT HANDBOOK, IN ADDITION TO SUPPLEMENTAL RULES SPECIFIC TO OKALOOSA UP, AS OUTLINED IN THIS OUP STUDENT HANDBOOK\***
* Have the potential to successfully achieve his/her goals within the context of the Okaloosa UP program’s content and setting

**Eligibility to Remain in the Okaloosa UP Program**

* Must maintain Satisfactory Academic Progress in three areas: attendance, course completion rate, grades (70% or higher)
* \*Must abide by rules and regulations established for all Okaloosa Technical College students.

**THE OKALOOSA UP APPLICATION PROCESS**

**Okaloosa UP Contact Information**

Cheryl Rushing, Okaloosa UP Program Director

Office: (850) 833-3500

Email: Cheryl.Rushing@okaloosaschools.com

Location: Okaloosa Technical College

 1976 Lewis Turner Boulevard

 Fort Walton Beach, Florida 32547

***Step One:***

Students interested in pursuing training in Professional Culinary Arts & Hospitality or Building Trades & Construction Design Technology and who would like to be employed must submit a completed Okaloosa UP Student Application, documentation of an intellectual disability as described in the Eligibility section, and proof of graduation from high school. Three references from teachers, employers, church contacts, family friends (1 only) are required, as well. References must be mailed or hand-delivered to OTC by the person completing the reference form as part of the application.

***Step Two:***

An Application Screening Committee will review applications and select students for personal, in-depth interviews. You will be notified regarding the receipt and completion of application documents and will then be notified if you are granted an interview.

***Step Three:***

Applicant interviews will take one to one and a half hours. During the interview session, students should be prepared to discuss their answers on the original application and to respond using several self-reporting questionnaires and assessments.

While prospective students are interviewing, parents/guardians will be asked to complete a Personal Support Inventory designed to provide further information regarding an individual’s independent living skills.

The interview process will be person-centered. Students with unique abilities who are transitioning into college programs have a voice in expressing personal preferences, beliefs, interests, and abilities; and will have the opportunity to plan their own future with the support and encouragement of other adults in their lives. Parents and case managers are welcome at appointments by the student’s invitation.

***Step Four:***

The decision to offer or deny admission to the program will be made by the Screening Committee in their best judgement and in the best interest of the applicant.

All interviewed students will be notified of a decision within fifteen days following the interview.

**Final Decisions will be based on:**

1. **Proper documentation of intellectual disability**
2. **An interest in attending college, earning a certificate, and being employed**
3. **Maturity and safety levels**
4. **The amount of support required**

**OKALOOSA UP APPLICANT ASSESSMENTS**

Initial assessments to be administered on the prospective student’s interview day include:

1. Career Interests, Preferences, and Strengths Inventory (CIPSI) - The CIPSI is an informal tool for beginning the personal assessment and career exploration process with students. It takes into account an individual’s personal interests, strengths, general preferences, and favored careers and aligns the students’ choices with the U.S. Department of Education’s 16 Career Clusters. There are four separate surveys: a Personal Interests Survey, a Strengths Survey, the General Preferences Survey, and the Careers Survey.
2. Teacher made fine motor skill test based on fine motor skills needed for culinary class and/or carpentry class.
3. The Becker Work Adjustment Profile: 2, Second Edition- the BWAP: 2 is an observer rating scale designed to assess work habits, attitudes, and skills of people with special needs. It is crafted to measure vocational competency of individuals, including those who are intellectually disabled, to determine their level of vocational competency (word demand).

**FINANCIAL AID**

The Okaloosa UP program is based on four semesters of 450 hours per semester. The estimated cost per semester is $2,441.00, which includes tuition, lab fees, books, mentors and field trips. Actual cost will be determined each semester. All students accepted and enrolled in Okaloosa UP qualify for and will receive a scholarship for the program.

To maintain eligibility for the Okaloosa UP program scholarship, students must maintain expected grades, and must go to class, participate in class assignments and complete any outside assignments. This is called Satisfactory Academic Progress or SAP.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Goals for Okaloosa UP students participating in CTE labs will be established individually with the student, instructors, and program director.

A Satisfactory Academic Progress Report will be used to measure student progress in three categories: attendance, participation, and assignments. Each category will be rated on a Daily/Weekly Progress Report, using a Rubric (10 – 0). Students falling below the expected 70% performance rating at the end of each semester will be placed on probation and will be expected to meet SAP (70%) in the next semester in order to continue participation in the Okaloosa UP program, as well as to continue receiving the Okaloosa UP Scholarship.

**OKALOOSA UP CURRICULUM**

While working toward earning an Okaloosa UP Certificate and progressing through one of the two CTE pathways, students will:

* Experience strength-based programming
* Attend integrated CTE classes
* Participate in social events on campus
* Build relationships with students in Okaloosa UP, as well as with other students in their CTE class (to include Peer Mentors)

Okaloosa UP students attend CTE labs with non-disabled peers with assistance by a Job Coach if needed. During their third year, students participate in paid job placement and will finalize a portfolio for presentation to a graduation panel.

**Okaloosa UP students will complete a portfolio to present to a panel of faculty, staff, parents/guardians, and peers as their capstone project prior to graduation.**

**ADVISEMENT/COUNSELING**

Advising and counseling will be conducted 1:1 between the Program Director and individual students. In addition, academic advisement will be conducted weekly with students 1:1 by the Okaloosa UP Instructor and Director. Finally, students have access to the Program Director at any time (occasionally, an appointment may be required), to discuss social/emotional, academic, and other issues which arise for the student.

**PEER MENTORS**

Peer Mentors will be assigned to assist in serving Okaloosa Up students. Mentors will work with students on a 1:1 ratio, providing assistance in college and life skills learning, socialization, and academic success.

Peer Mentors will support Okaloosa UP students so that they may successfully attend classes, engage in social activities, and develop natural friendships and relationships. All mentors must participate in Peer Mentor training and orientation to learn the most appropriate ways to interact with participants, prior to being assigned to a Mentee. Peer Mentors will complete a Time Log at the end of each session.

**APPENDIX A**

Okaloosa UP Program

Okaloosa Technical College

Daily/Weekly Student Assessment

Student Name: Week of:

Instructor: Evaluator:

Rating: 10/9 Exemplary 8/7 Proficient 6/5 Developing 4/3 Emerging 2/0 Very little

 Compliance/non-complaint

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Productivity-33.3%** | Monday | Tuesday | Wednesday | Thursday |
| Works Independently or as a team |  |  |  |  |

**Classwork-33.3%**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Follows Instructions |  |  |  |  |
| Fundamental Math |  |  |  |  |
| Completes Assignments Satisfactorily  |  |  |  |  |
| Journal Activity and Discussion |  |  |  |  |
| Communicates appropriately |  |  |  |  |

**Labs-33.3%**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Listens to Instructor |  |  |  |  |
| Completes Tasks |  |  |  |  |
| Social Skills |  |  |  |  |
| Self-advocates \* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total** |  |  |  |  |

**Weekly Average Grade**

|  |
| --- |
| \*Assistance provided (at student request OR as needed for assistance was observed): |
| Areas in which student excelled this week: |
| Areas in which student needs further training: |
| Additional Comments:  |

**APPENDIX B**

****

**Spring 2023**

**Completed Application Deadline: November 17, 2022**

**Okaloosa UP at Okaloosa Technical College**

A Florida Postsecondary Comprehensive Transition Program

1976 Lewis Turner Boulevard, Fort Walton Beach, Florida 32547

850-833-3500

**Application for Admission**

Okaloosa UP is a collaborative partnership between Okaloosa Technical College, the Okaloosa County School District, and community partners. This program aims to provide inclusive post-secondary technical education in state approved career certificate programs for persons with intellectual disabilities. The program will provide direct support in order for students to establish gainful and sustainable employment. Such skills include social skills, technical skills, interpersonal communication, and problem-solving skills. In addition, students will receive assistance for skills specifically related to their program of study (Professional Culinary Arts and Hospitality or Building Trades and Construction Design Technology).

To ensure that Okaloosa UP is the best match for our applicants, we require that an application packet be completed for each student. Upon entering, it is expected that students will demonstrate the following minimal requirements:

* Basic functional understanding of literacy (writing/composition) and reading skills
* Basic mathematics understanding and ability to use a smart phone
* Ability to function independently for a sustained period of time
* Can take direction and is respectful and responsive to authority
* Can handle and adapt to change; is not overly stressed when things change
* Potential to be successful in competitive employment situations
* Desire and motivation to complete a postsecondary program
* Be at least 18 years old at the start of the program
* Has earned a high school diploma or the equivalent (ex. GED)

In addition, letters of recommendation are very important, as these describe current levels of performance across many areas.

Applicants will have typically received extensive special education services in the secondary schools, graduating with an ACCESS diploma or equivalent, and would have considerable difficulty succeeding in a traditional college degree program.

This is a certificate program, with program completers receiving a Certificate of Completion of a state approved post-secondary career certificate program and/or an industry recognized credential (ex: SafeStaff, ServSafe, NCCER, OSHA).

Note: Because of space limitations, not all applicants who complete the application and meet the criteria for admission will be granted an interview and/or be accepted into the Okaloosa UP program. All materials submitted to Okaloosa UP will become the property of Okaloosa UP and will not be returned or duplicated for other purposes.

Please call Okaloosa Technical Center, Okaloosa UP program, at 850-833-3500 if you have any questions.

**Application Selection Process**

An Application Screening Committee will review applications and select students for admission. You will be notified regarding the receipt and completion of application documents and will then be notified if you are granted an interview.

The decision to offer or deny admission to the program will be made by the Screening Committee in their best judgement and in the best interest of the applicant.

Admission will be based on the following criteria:

* Must be at least 18 years old upon acceptance.
* Must have earned a high school diploma or the equivalent.
* Must have a significant cognitive and/or developmental disability that interferes with his/her academic performance according to the American Association on Intellectual and Developmental Disabilities (AAIDD).
* Demonstrate the desire to attend Okaloosa UP and adhere to the Okaloosa UP policies regarding attendance and participation in the Okaloosa UP and Okaloosa Technical College classes (willingness to follow program and college’s code of conduct).
* Clear discipline/incident record (as applicable from high school or previous employment)
* Strong attendance record (as applicable from previous high school or previous employment)
* Demonstrate basic functional understanding of literacy and reading skills
* Demonstrate basic understanding of mathematics
* Demonstrate the ability to function independently for a sustained period of time
* Display a level of social maturity conducive to an adult environment (i.e. educational setting and employment)
* Have the ability to independently maintain self-care and personal hygiene
* Have reliable transportation or public transport
* Have a support system committed to a collaborative partnership, such as the parent/guardian/family support of the student’s participation in the program
* The applicant must have the potential to successfully achieve his/her goals within the context of the Okaloosa UP program’s content and setting.

*Please complete all sections of this application. It is acceptable for the applicant to receive support, if needed, in completing the application. You may attach additional information and pages for writing space if needed. All information is confidential and will not be shared with any outside agencies unless written agreement is provided by those filling out the application. Information will not be returned or duplicated for any purpose.*

**APPLICATION CHECKLIST**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once your completed application has been submitted, you will be notified of receipt of completed application by letter. **Note: Applications will not be considered until ALL requested information is received.**

The application can be typed and/or printed neatly. Include all information below. Letters of Recommendation must be returned by the individual completing the recommendation to the following address:

Okaloosa UP Program

Okaloosa Technical College

Attention: Cheryl Rushing, Okaloosa UP Program Director

1976 Lewis Turner Boulevard

Fort Walton Beach, Florida 32547

**Application Checklist:**

1. Release and Exchange of Information
2. Student and Family Information/Emergency Contact Information
3. Employment History
4. Educational History
5. Personal Support Inventory- completed by Family/Guardian

(Addendum to application, may be completed during interview)

1. Student Questionnaire- student completed (indicate if scribe is used)
2. Letters of Recommendation- Letters of Recommendation should be submitted by three persons who have known the applicant for one year or longer. Two references must be professional, and one should be personal. Each recommendation should address each of the following areas:
* Education
* Vocational/Employment
* Community Involvement

***Letters must be submitted using the Recommendation Forms included in this packet and should be returned to Okaloosa UP at Okaloosa Technical College by the individual writing the recommendation.***

1. High School Academic Transcripts
2. Most recent Transition Individual Education Plan (TIEP) and any postsecondary program records

(Students are only eligible for this program if they have been evaluated and reported with an IQ score or 70 or below)

**RELEASE AND EXCHANGE OF INFORMATION**

Okaloosa UP at Okaloosa Technical College

(A Florida Postsecondary Comprehensive Transition Program)

Okaloosa Technical College recognizes all written documentation obtained to verify a disability and plan for appropriate services as confidential. However, it may be necessary for our staff to exchange some information about you with the OTC faculty and staff in order to provide educational opportunities and experiences on and off campus. This exchange will occur only with your written permission, as given in this document below, and with the understanding that only information necessary for the purposes of accommodation and academic progress will be communicated.

I (name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission to exchange information about me with the offices/individuals indicated below:

\_\_\_\_\_ School District(s)

\_\_\_\_\_ Okaloosa County School District Transition Specialist

\_\_\_\_\_ School Personnel

\_\_\_\_\_ Department of Vocational Rehabilitation

\_\_\_\_\_ Admissions Office

\_\_\_\_\_ Course Instructors

\_\_\_\_\_ Financial Aid Office

\_\_\_\_\_ Registrar’s Office

\_\_\_\_\_ Tutor/Mentor

\_\_\_\_\_ Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ I agree, as part of the application process, to waive my right to access the student recommendation form.

\_\_\_\_\_ I agree, as part of the application process, to waive my right to access, duplicate or withdraw sections of the application to use for any other purposes.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Legal Guardian, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT INFORMATION**

**& BACKGROUND**

To be completed by Student and Parent/Family/Guardian/Support Person

**STUDENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Middle Name |
| Home Phone | Student Cell Phone | Date of Birth |
| Address |
| City | State | Zip Code |
| Student Email Address:Parent/Guardian Email Address: |
| \*Disability(ies) | \*Full Scale IQ Score |

\*Your IQ/Disability is confidential. Under federal law, this information is protected and will not be disclosed to unauthorized parties. Disclosures may be authorized for the purpose of available financial aid, academic transcripts, or accountability research through the Florida Center for Students with Unique Abilities.

How did you hear about the Okaloosa UP program? (Please check the option that applies to you)

\_\_\_\_\_ Social Media (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ ThinkCollege.net

\_\_\_\_\_ From Okaloosa Technical College student(s)

\_\_\_\_\_ Conference Attendance

\_\_\_\_\_ Transition Fair (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY**

|  |
| --- |
| Work/Internship Experience |
| Employer/Contact Information | Job Responsibilities | Paid work or internship? | Dates at this Job | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Volunteer Work Experience |
| Employer/Contact Information | Job Responsibilities | Dates at this Job | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATIONAL HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | City, State | Years Attended | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Did/will you receive a high school diploma?** | **Yes No** | **Date received:** |
| **What type of high school diploma did you receive?** | **(circle)****Standard High School Diploma/ACCESS- 24 credits****Standard High School Diploma/ACCESS- 18 credits****Standard High School Diploma/ACCESS- Academic and Career Option****Special Diploma** |  |
| **Did/will you receive a high school certificate of completion?** | **Yes No** | **Date received:** |

1. **What were your favorite subjects in high school?**
2. **What subjects in high school were the most difficult for you?**
3. **How do you learn best (small groups, hands on, etc.)?**
4. **Describe what skills/strengths you have in the following areas:**

**Independent Living Skills:**

**Employment/Technical Skills:**

**Social Skills/Communication:**

1. **Did you participate in general education classes at your high school?**

**If yes, list inclusive subjects:**

**Were any accommodations/modifications used in general education? If yes, describe:**

**Was additional adult support present in the general education classroom? If yes, explain:**

**STUDENT QUESTIONNAIRE**

**Why do you want to be an Okaloosa UP student?**

­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe what skills you would like to learn in the following areas:**

Independent Living Skills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment/Technical Skills

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Skills/Communication

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What kinds of jobs are you interested in after you leave high school or college?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discuss two of your goals for the future upon completion of this program.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please use this space to provide any additional information about yourself that you wish to share.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT RECOMMENDATION FORM**

**LETTERS OF RECOMMENDATION**

Please submit 3 Letters of Recommendation from persons who have known the applicant for one year or longer. Two letters should be professional (ex. teacher, employer) and one letter should be personal (ex. church worker, family friend). The recommendations should represent each of the following:

1. Education
2. Vocational/Employment
3. Community Involvement

Make three copies of the **Student Recommendation Form** and give one copy to each of the persons who you have chosen to complete the letters.

Letters must be returned by each person completing a recommendation to the following address:

Okaloosa UP Program

Okaloosa Technical College

1976 Lewis Turner Boulevard

Fort Walton Beach, Florida 32547

Attention: Jo Grice, Program Director



***Okaloosa UP***

 ***Unique Professionals***

**at Okaloosa Technical College**

(A Florida Postsecondary Comprehensive Transition Program)

**STUDENT RECOMMENDATION FORM**

To be completed by Personal Reference

Recommendation for (applicant’s name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The individual named above is applying for admission to the Okaloosa UP program at Okaloosa Technical College. Okaloosa UP offers a career/technical experience that prepares young men and women with intellectual disabilities for competitive employment and independent living through a combination of coursework and career exploration. These students are motivated young adults who have received extensive educational services in either public or private schools and would likely have considerable difficulty succeeding in a traditional technical college certification program. Students should have a strong desire to become an independent adult and must possess emotional stability and the maturity to participate successfully in this program.

With the above information in mind, please answer the following questions to the best of your ability. Attach additional pages as needed.

Please return this form directly to the following address:

Okaloosa UP Program at Okaloosa Technical College

1976 Lewis Turner Boulevard

Fort Walton Beach, Florida 32547

Attention: Jo Grice, OUP Program Director

(Contact information of individual completing the recommendation)

|  |  |
| --- | --- |
| Last Name | First Name MI |
| Title |
| Organization Name  | Phone # |
| Address |
| City | State  | Zip Code |
| Email Address |

1. How long have you known the applicant and in what capacity?
2. Please describe why you feel the applicant would benefit from a postsecondary education experience.
3. Please describe the strengths that the applicant may possess that will impact his/her candidacy for this program. (Use the back of this page or attach additional pages as necessary.)
4. Please describe any concerns you have that may affect his/her candidacy for this program. (Use the back of this page or attach additional pages as necessary.)