

Online Dropout Prevention Specialist Certificate Program



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Departmental Application for Admission

Dear Applicant:

The academic courses required by this program prepare candidates to serve as school-wide change agents, implementing key prevention strategies to meet the needs of a diverse population. The program provides building blocks of knowledge, skills and practice necessary for each participant to become a successful dropout prevention specialist (DPS). Participants are exposed to relevant literature and model program strategies while expanding their depth of knowledge and training related to dropout prevention and school reform.

Application Process

The Dropout Prevention Specialist certificate program consists of four courses for a total of 12 units of academic credit. Successful completion of all four courses is required to earn the certificate. Participants receive a grade of credit (CR) or no credit (NC) for all courses. Each course carries academic credit and will appear on an official Sacramento State transcript. Formal admission to Sacramento State is not required for enrollment in this program.

The university requires certain standards for admission to the Dropout Prevention Specialist certificate program. Applicants interested in completing the certificate program must provide the following items for acceptance into the program:

1. A completed Dropout Prevention Specialist certificate program application.
2. A non-refundable \$30 application fee with submission of application. Submit check payable to College of Continuing Education, Sacramento State, via mail with application. Or fax in application and pay fee via phone by calling **(916) 278-6984**.
3. Verification of an earned high school diploma, GED equivalent or transcript from the most recent college attended (official or unofficial transcripts are acceptable).

All application materials should be submitted to:

**Dropout Prevention Program
College of Continuing Education
Sacramento State
3000 State University Drive
Sacramento, CA 95819**

Or, fax materials to **(916) 278-3685**

Please make a copy of ALL documents BEFORE submitting this application and keep them for your records.

Equipment, Materials and Services Required for Online Courses:

In order to effectively participate online, all participants must have access to a newer model computer and a cable, DSL or local area network high-speed connection. **Software:** To participate and complete assignments, all participants need access to Microsoft Word, Excel and PowerPoint; a newer web browser (Internet Explorer, Mozilla Firefox or Google Chrome) and Acrobat Reader. Participants should have Real Player installed to view videos, which is free to download at **www.real.com**, and the most recent version of Flash Player is available for free at **www.adobe.com**.

Registration

After confirmed acceptance into program, you may register for the first course.

PHONE-IN registration to **(916) 278-6984**, Monday – Friday between the hours of 8 a.m.– 5 p.m.

Contact

For schedule and fee information about the Dropout Prevention Specialist certificate program and other educational programs offered through the College of Continuing Education, please visit **www.cce.csus.edu/dop** or contact a program coordinator at **cceeducationprograms@csus.edu** or **(916) 278-6249**. For registration questions, please call academic registration at **(916) 278-6984**.

Please keep a copy of these instructions for your personal records.

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Personal information included on this form will be kept confidential in order to protect against unauthorized disclosure. Failure to provide the requested information may result in admission and/or registration delays.

Participant Information

Name: (Last) (First) (Middle) (Other Names)

Home Address: (Street) (City) (State) (Zip)

Work Organization

Work Address: (Street) (City) (State) (Zip)

Home Phone Work Phone Cell Phone

Email

Date of Birth (mm/dd/yyyy): Gender: Female Male

Social Security # Decline to provide SSN*

*While providing your SSN is optional, having it on record will allow Sacramento State to provide you a 10981T tax form and financial aid where available

Are you an international student: Yes No

If yes, what type of visa do you hold? _____

Highest Level of Education Completed

High School/G.E.D. Bachelor's Degree Master's Degree Other: _____

The College of Continuing Education at Sacramento State is committed to providing equal opportunity in education. A critical element of our commitment to diversity lies in our ability to collect and assess student demographic data. Your response to the voluntary student demographic information would be very helpful and much appreciated:

Please identify your gender:

Male Female Other Prefer Not to State

Please identify your age:

18-24 years old 25-34 years old 35-44 years old 45-54 years old 55+ years old

Please identify your ethnic origin and/or race:

White Black or African American Native American or American Indian Asian or Pacific Islander
 Hispanic or Latino Other Prefer Not to State

Please identify your highest degree or level of education:

High School Diploma or GED Some College Associate's Degree
 Bachelor's Degree Master's Degree Professional Degree Doctorate Degree

Academic Preparation

Please list all post-secondary institutions from which you have been granted degrees/certificates/credentials and from which you have taken relevant coursework.

Name of Institution	Location	Dates	No. of Units	Degree	Date Issued	GPA

Work and/or Educational Experience

Dates (list most recent first)	Title (if any)	Institution/Agency	Brief Description of Duties	Hours per Month

Signature

Participation in, or successful completion of, the Dropout Prevention Specialist certificate program does not confer any national or state credential or licensure and is not a guarantee of employment. I certify under penalty of perjury that I have provided complete and accurate responses to the items listed on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I have read and agree to comply with the statements listed above.

Printed Name

Signature

Date

Submit all application materials to:

Dropout Prevention Specialist Certificate
 College of Continuing Education
 3000 State University Drive
 Sacramento, CA 95819
 Or, fax materials to **(916) 278-3685**

For more information, please contact the program coordinator,
Liz Arellanes at arellanl@cce.csus.edu or **(916) 278-6249**
 or visit our web site at www.cce.csus.edu/dop.