Welcome to the Application Process for
Bergen County Academies, Hackensack and
Bergen County Technical High School, Teterboro!

User Manual
Please print for your reference

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To begin your application you have to enter your (SID NJ SMART ID #). You can obtain this number from your school or off your report card or standardized tests such as N.J. ASK or Terra Nova.

If you attend a private school or you attend a school outside New Jersey, and do not have a SID NJ SMART ID #, enter 10 1's in the SID box and begin your application.

Example: 1111111111

Steps for Completing and Submitting the Online Application for the
Bergen County Technical Schools District

Below is a summary of the nine steps in our online application. All steps must be completed by the application deadline Monday, December 15, 2014 in order for your application to be considered. There are no exceptions. If you have any questions during this process, please email *Admissions@bergen.org*

Step 1 Start application: Enter all personal information.

Step 2 Select Campus: Bergen County Academies and /or Bergen County Technical High School, Teterboro. **IF YOU ARE INTERESTED IN APPLYING TO BOTH SCHOOLS, YOU MUST CLICK ON BOTH BOXES AND MAKE YOUR SELECTIONS.** Otherwise, you will not be considered for both schools. You may select a 1st & 2nd choice for both schools.

Step 3 Test Date: The entrance test is mandatory for all applicants. If you are applying to the Bergen County Academies only, the test will be administered in Hackensack. If you are applying to the Bergen County Technical High School, Teterboro only, the test will be administered in Teterboro. **If you are applying to both schools, you must take the test at the Academies in Hackensack.**

Step 4 Essay: You **must** write a separate essay for **each** school you are applying to.

Essay for Bergen County Academies, Hackensack: Write **"Academy Essay"** as your title. In 400 words or less, tell us why you would like to join the academy of your choice.

Essay for Bergen County Technical High School, Teterboro: Write **"Bergen Tech, Teterboro Essay"** as your title. In 400 words or less, tell us why you would like to join the program of your choice.

If you have any extracurricular activities, and /or have received any accolades and would like to share this with the Committee, please do so in 100 words or less in the second box. Do NOT send us any certificates unless we contact you.

Step 5 Enter Recommendation Names: List names of English, Math and Science teachers who will be writing your recommendations. English & Science teachers should have taught you in grades 7 or 8. The Math teacher should be teaching you currently in grade 8. **If you are applying to both schools, only one set of all forms is required.** Students applying to the Commercial Art and Graphic Design program at Bergen County Technical HS, Teterboro must send a CD- ROM of their portfolio (see Downloads under Bergen Technical HS, Teterboro admissions website). The portfolios are due by the application deadline.

Step 6 Preview your application: Look over your application and make sure that all questions are answered to your satisfaction.

Step 7 Submit: When you have completed your application, click **Submit** to receive your six-digit **Confirmation Number**. A Confirmation email will be sent automatically from our site to the email address you have provided. Make sure you receive this email; check your spam / junk mail.

Step 8 Open for Edit: You may edit your application after you have submitted it and received your Validation Number until the deadline (**December 15, 2014**). This can be done by clicking **Open for Edit**. **Even if you do not revise your application, you must click Submit (Step 7) again once you Open for Edit so that your six-digit validation number remains valid.**

Step 9 Print School Forms and Admissions Test Ticket: Once you have submitted your online application, you will have access to print your school forms (one form at a time). The forms are ***Admissions Test Ticket, School Transcript, Math Recommendation, English Recommendation, Science Recommendation and Case Manager Form (if you have a 504 plan or IEP).** Forms must be given to the appropriate school officials as soon as possible once you have submitted you online application.

* Admissions Test Ticket: You must print your test ticket and bring it with you on the day of your admissions test. You will not be admitted in the test without your ticket. You must also bring a current school photo ID or your passport. If you do not have a school photo ID or a passport, please print and complete the Admissions Test Student Photo ID Form which is on page 5 of this Manual.

Students, please use this checklist to keep you on track!

Admissions Application Checklist (for student use)	Online application (**begins October 15; deadline: December 15, 2014**): studentadmissions.bergen.org
☐ 1. Completed APPLICATION form	Name of Applicant:
☐ 2. School Transcript form to Guidance Counselor or School Official	Username: Password:
☐ 3. Math Recommendation form (8th grade teacher only)	Contact e-mail information (Check e-mail regularly during application process):
☐ 4. English Recommendation form	Applying to: BCA, Hackensack BCTHS, Teterboro
☐ 5. Science Recommendation form	1st choice 1st choice
☐ 6. Admissions Test Ticket	2nd Choice 2nd Choice
☐ 7. Case Manager form with current evaluation (if student has 504 plan or IEP)	Entrance Test Place, Date, and Time:
	Six-digit Validation #

Frequently Asked Questions

1. **How should I prepare for the test?**
   A sample test is placed on the Admissions website. Visit "Downloads" at the website (www.bergen.org) to see the sample.

2. **What should I bring with me on the day of my test?**
   You must bring the following on the day of your entrance test: Admissions Test Ticket, a current school ID or your passport (if you do not have either, complete the Admissions Test Student Photo ID Form at the last page of this manual (page 5), three Number 2 pencils and an eraser. Students without an ID or Admissions Test Ticket will NOT be permitted to take the test.

3. **May I bring a snack or water to the test?**
   Applicants will not be allowed to eat during the test or during the short break. We have water fountains in the testing areas if needed. Please have a good breakfast / lunch before you arrive.

4. **May I bring my cell phone to the test?**
   Use of calculators and cell phones will not be allowed during the test. You may bring your cell phone but it must be turned off (not silent) during the entire testing period including the break. A student found using a cell phone during the test will automatically have their application invalidated.

5. **What should I do if I am ill on the day of the test?**
   If you are ill on the test date, do not take the test. The make-up test date will be given during the following week. E-mail us at Admissions@bergen.org to take the makeup test.

6. **Why does testing take so long?**
   Testing takes approximately 2 hours and 45 minutes. Although the Math test is 60 minutes and the English test is 45 minutes, it takes time to seat all applicants, distribute testing materials, fill Scantron sheets and collect materials at the end of the test.

7. **I forgot I signed up for the morning session; what should I do?**
   If you are unable to come to a session you have chosen, you may come in as a walk-in to another session. Please note that due to space limitations we are not always able to accommodate walk-ins. Afternoon sessions have more seats than morning sessions.

8. **It is snowing on the day of the test. Will the test be cancelled/ rescheduled?**
   In the event of inclement weather, the test may be postponed to a subsequent weekend. A recorded message will be available at 201.343.6000 ext. 2321 and information will be posted on our website at www.bergen.org/admissions.

9. **I have a 504 Plan/ IEP and need accommodations for the entrance test. What should I do?**
   Please have your Case Manager complete the Case Manager Form in the application as soon as possible and fax it to us by the application deadline. We will make arrangements for you to take the entrance test. Please come to the "Questions" table in the auditorium lobby on the day of the entrance test.

Bergen County Technical Schools - 20 Hackensack Ave, Hackensack, NJ 07601
Admissions@bergen.org

ADMISSIONS TEST STUDENT PHOTO ID FORM

This Student Photo ID Form is only for students who **do not** have a school photo ID or a passport as identification for entry into the BCTS Admissions Test. This Photo ID Form will be collected on the day of the test.

Student:

Please complete this form and have your School Administrator sign below.
You must bring this signed Student Photo ID Form and your Admissions Test Ticket with you on the day of your test.

Place a current picture
(Head shot only) of yourself
and tape/glue your picture in the box.

Validation Number_____   Date_____

Please Print:

Student Last Name _____ Student First Name_____

Student Home Address_____

_____

_____

Student's School (Name)   _____

Student's School (Address) _____

_____

Guidance Counselor/Supervisor/Principal:

In order to validate this student's Student Photo ID Form, it must be signed by a School Administrator.

Guidance Counselor/Supervisor/ Principal Name (Print) _____

Guidance Counselor/Supervisor/ Principal (Signature) _____Date_____