

The **College/Career Center** provides extensive testing and financial aid information and assistance for researching careers and colleges. This information is available in various forms including books, CDs and computer online and software programs.

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## **Computer Search Systems: College and Career**

**Naviance Succeed** is an excellent internet-based program designed to help counseling departments, students and parents navigate through the college application process. **The Family Connection** component allows students to perform college searches, compare institutions, make contact with colleges in which they are interested, and view scattergram data showing acceptance statistics of previous graduating classes from their own high school. Students can also use **Family Connection** to build a resume, summarize postsecondary goals, and keep track of their college and scholarship applications. Students can obtain the web address for the **Naviance Family Connection** program and their individual registration codes in the College/Career Center. **Family Connections** contains information "About Me," the student: my inbox, my profile, my resume, my game plan, my test scores, my colleges, my scholarships, my journal, my documents. Other aspects of the software include personality tests and interest inventories.

The **Bridges.com** Company ([www.bridges.com](http://www.bridges.com)) provides comprehensive programs in MCPS schools to assist students in college and career decision-making. These programs also include several different college search engines and portfolio sections where students can save career and college exploration and planning information, as well as develop a resume.

In **Choices Explorer** students find exciting and informative with articles about careers, recreation, education and skills. **Choices Planner** includes a quick and easy self-assessment of interests and skills. Within the **Choices Planner Work** section hundreds of occupations are arranged by career cluster. Colorful graphics compare students' self-ratings of skills and interests to suggested occupations. The **Learn** section is designed to identify suitable program options, majors, and includes a school finder, comparison and scholarship search. The site license for **Bridges.com** allows for career exploration to be accessed both at school and at home on the internet. Each suggested career can be explored in detail, and there are web links to professional associations, colleges that offer the required courses, and related articles. Check with the College/Career Center at your high school for the "Site ID" and "Password". Note: Sign in under "Site ID," not "Portfolio name." Students can create their own portfolio to save all of their research within the program.

The **Choices** programs in **Bridges.com** allow students to investigate postsecondary education. Over 6,000 two-year and four-year college profiles are included. This program can be used to develop an individualized list of colleges and universities according to personally selected criteria such as location, size, majors, athletic and other special programs, and financial aid availability. There are also direct links to the web pages for numerous colleges and universities, and to online applications. Vocational/technical schools can also be explored. Financial aid applications and scholarships are available as well. Contact your College/Career Center for access information.

**[The Bridges.com Choices program](#)**

## Career Interests & Aptitude Tests

The **ASVAB** (Armed Services Vocational Aptitude Battery) **Career Exploration Program** is a comprehensive career exploration and planning program that includes a multiple aptitude test battery, an interest inventory, and various career planning tools designed to help students explore the world of work. The test is offered at no cost to interested tenth, eleventh, and twelfth grade students with parental consent. Students should check with their College/Career Centers for testing dates, interpretation dates and permission forms.

The ASVAB Career Exploration Program includes eight individual tests covering verbal and math skills, mechanical knowledge, electronics, etc. It also provides three Career Exploration Scores for Verbal Skills, Math Skills, and Science and Technical Skills. These three scores serve as one of several pieces of information that can aid in the exploration of a wide variety of educational and career options. The ASVAB is offered at no cost and no obligation to high school students. Results of the aptitude test and the interest inventory enable students to evaluate their skills, estimate performance in academic and vocational endeavors, and identify potentially satisfying careers. These results are integrated with work values to help students identify and prioritize possible career choices. ASVAB Score Interpretations are provided to students at their high school approximately two weeks after testing. Students who participate in the ASVAB Career Exploration Program will have access to several career exploration tools available on the ASVAB website, including "Find Your Interests" and the "Occupation Finder."

ASVAB results are released only to the student and not to the armed services. A junior or senior can also use their scores from the ASVAB to enlist in the Military after graduation. Parental consent will be required for a student under the age of 18 to have their ASVAB scores released to military recruiters. The scores are good for two years. However, no one is under any obligation to the Military as a result of taking the ASVAB. Many students take the ASVAB for career exploration and have no interest in military occupations.

For more information on the ASVAB Career Exploration Program visit [www.asvabprogram.com](http://www.asvabprogram.com).

**ASVAB Test Tip:** Student's don't have to go through any lengthy preparation to take the ASVAB. Getting a good night's rest and arriving on time to take the test are the two most important steps. As with other tests, how hard the student has studied and how much has been learned in school through the years will probably make the most difference in test results.

## Scholarships & Financial Aid

Financial aid is the money you receive from a variety of sources to cover the cost of your education. The good news is that, regardless of income, most people are eligible for some form of financial aid. Merit-based aid is offered to students with special talents, skills, or abilities, while need-based aid is available to those students who can demonstrate financial need. Grants and scholarships are gifts of money that do not have to be repaid, while loans must be repaid, usually with interest, after the student graduates or stops attending school.

Eligibility for financial aid from institutions is determined by a financial analysis of family income and assets. All colleges require the Free Application for Federal Student Aid (FAFSA). Some colleges also require students to complete the "CSS/Financial Aid PROFILE". In addition some institutions require College Board's Institutional Documentation Services (IDOC) which collects copies of the parents and/or students tax returns. Additionally, students are often asked to complete an institutional aid application. Filing the FAFSA form and having a Student Aid Report, (SAR) sent to designated colleges does not necessarily make the student eligible for financial aid. Families who do not provide financial information through the FAFSA and/or PROFILE will not be considered for financial aid.

Before starting the FAFSA application process be sure that you and your parent or guardian apply for a PIN number. This will be your electronic signature to sign and submit your form. However, the **Free Application for Federal Student Aid** (FAFSA) cannot be submitted before January 1, 2011, and no later than March 1st to apply for need-based aid for the State of Maryland. The recommended method of filing the FAFSA is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The CSS/Financial Aid Profile is a service of the College Board and may be accessed at [www.collegeboard.com](http://www.collegeboard.com). Early filing is important. Note:

Some institution set and have earlier or priority financial aid strict filing deadline dates, so be sure to check for their specific deadline.

Students can search for scholarships through links to the major scholarship databases on the web by accessing their own high school webpage. A few common web sites used are...

- [www.fastweb.com](http://www.fastweb.com)
- [www.college-scholarships.com](http://www.college-scholarships.com)
- [www.finaid.org](http://www.finaid.org)
- [www.gmsp.org](http://www.gmsp.org) (Gates Millennium Scholars)
- [www.thesalliemafund.org/smfnew/sections/search.html](http://www.thesalliemafund.org/smfnew/sections/search.html),
- [www.mystudentedge.com](http://www.mystudentedge.com)
- [www.nextStep.com](http://www.nextStep.com)
- <http://www.fastaid.com/>

### MCPS scholarships link for various ethnic groups

<http://www.montgomeryschoolsmd.org/curriculum/careercenter/minorityscholarships.shtml> Students should always check with their prospective colleges for additional institutional scholarship monies offered and process to apply. Some schools may consider you automatically based off your gpa and test scores through their application process and others required you to apply separately for specific scholarship opportunities.

### Maryland State Scholarships and Grants

Seniors can obtain information about the various Maryland State scholarship programs online at [www.mhec.state.md.us/financialAid/student\\_information.asp](http://www.mhec.state.md.us/financialAid/student_information.asp) or by calling 1-800-974-1023. Legislative and Senatorial Scholarships are available to students planning to attend college in state. Locate your legislative districts and obtain the names of the state senators and delegates online at <http://mdelect.net/electedofficials/> or by contacting the Board of Election Supervisors at 240-777-8683.

**The Maryland Higher Education Commission** provides information about scholarship and grant programs available for Maryland residents such as the Guaranteed Access Grant and the Educational Assistance Grant. Information is also available about the Academic Common Market that affords Maryland students the opportunity to enroll in certain out-of-state institutions at the in-state tuition rate to pursue majors unavailable at Maryland colleges and universities.

The Maryland Distinguished Scholar Program was enacted to honor a select group of Maryland high school students and to encourage them to attend a Maryland college or university. Students in their junior year must have at least a 3.7 GPA (unweighted) in ACADEMIC subjects. Five students per school are also nominated yearly (in their junior year) for the Talent in the Arts Scholarship Program (art, dance, drama, vocal music and instrumental music). Scholarship finalists receive \$3,000 annually if they enroll in a Maryland college.

For more information about Maryland Higher Education Commission programs, visit <http://www.mhec.state.md.us/financialAid/descriptions.asp>

### ROTC Scholarships

The ROTC scholarships are awarded on a competitive basis. Each military branch offers ROTC scholarships to eligible students. Eligibility criteria are listed by branch below. The table lists the different scholarship levels.

*Note: ROTC Scholarships **do not** pay for your room and board. Check with the campus you want to attend to see if the campus will pay for room and board. You will find that some do.*

Scholarship Type	Pays	Stipend	When Do I Apply
4-Year National	Full Tuition Books, Fees	Varies*	Junior/Senior Year high school
2 or 3 Year Scholarships	Full Tuition Books, Fees	Varies	Freshman/Sophomore Year college
College Program	N/A	Varies	Freshman/Sophomore Year college
Unit Scholarships**	Full Tuition Books, Fees	Varies	Freshman/Sophomore Year college

\*Stipends vary among branches of service and years of participation. For example, cadets in the Army ROTC program receive a \$300 stipend in the first year, and up to a \$500 stipend in the fourth year, while Navy ROTC cadets receive stipend amounts from \$250 to \$400 a month depending on how long they have been participating in the ROTC Program.

\*\* Each commanding officer of an ROTC can select one student a year for a merit scholarship. You normally have to spend at least one semester on campus.

## ROTC Scholarship Comparison Table

Branch	Can I Choose My School?	Can I Choose My Major?	Minimum Test Requirements
Army	Students who apply for Army ROTC scholarships can choose up to three schools. Scholarships are awarded based upon availability at the school of your choice. The Army does try to match the needs of the student in most cases, but the Army does have final say to which school you attend.	Yes, within limits	920 SAT/19 ACT
Navy & Marines	Naval ROTC grants the student the most flexibility in selecting schools. Students can attend any one of 67 host NROTC universities once they obtain a scholarship.	Yes, but you must complete 1 yr of Calculus & 1 yr of Calculus- based Physics.	520 M 530 V SAT 22 ACT (Navy) 1000 SAT or combined 45 ACT (USMC)
Air Force	Air Force ROTC scholarships are distributed by major. You are free to choose any school as long as the school you want to attend offers AFROTC and has the approved scholarship major.	Must be approved by the USAF	550 M 550 V SAT 24 ACT  These scores are minimum values

*Note: U. S. Coast Guard does not have ROTC programs.*

In addition, for NJROTC cadets, there are other scholarships available.

To learn more please visit the following websites

Army - <http://www.goarmy.com/rotc>

Navy/Marines - <https://www.nrotc.navy.mil/>

Air Force - <http://www.afrotc.com>

Also check: <http://www.military.com/>

## College Testing

There are two college entrance exams, the **ACT** (American College Test) and the **SAT** (Scholastic Assessment Test), which are used for admission, placement, and scholarships. Both the ACT and the SAT are universally accepted for admission testing purposes. Check directly with each institution being considered for their testing requirements. In addition to the ACT or SAT some may require SAT Subject tests. Registration materials are available in the College/Career Information Center and online. Students who require testing on a Sunday for religious reasons should check online or pick up a Registration Bulletin for required documentation, locations and dates of exams offered.

### **ACT (American College Testing Program)**

The ACT is a set of four multiple choice tests covering English, mathematics, reading, and science. The ACT Plus Writing Test includes the four multiple choice tests plus the Writing Test.

Test			
English	75 questions	45 minutes	The test consists of five essays/passages, each one followed by multiple-choice test questions. Different passage types are included to provide variety.
Mathematics	60 questions	60 minutes	The test measures the mathematical skills students have typically acquired in courses taken by the end of 11th grade.
Reading	40 questions	35 minutes	The test measures reading comprehension. Several texts are read followed by answering questions to show understanding.
Science	40 questions	35 minutes	The test measures skills in the natural sciences: interpretation, analysis, evaluation, reasoning and problem solving.
Optional Writing	1 prompt	30 minutes	Essay test that measures writing skills emphasized in high school English classes and in entry-level college composition courses.

The ACT registration fee for the Assessment Plus Writing is \$48.00. To find out if the Writing Test is required, visit the website or call the admissions office of each college or university to which you plan to apply. If a student chooses to take the ACT without writing, the fee is \$33. Late registration: \$21; Standby fee: \$41. Most scores are available online within 2 1/2 weeks after the test for an additional fee. The service allows students to view their scores before the official score report arrives by mail. Scores are based on the number of correct answers; there is no penalty for guessing. Students must mail their ACT registration forms and fee in the pre-addressed envelope available in the College/Career Center or register online at [www.actstudent.org](http://www.actstudent.org). For Sunday testing centers, visit the [ACT website](#).

### CEEB (College Entrance Examination Board)

The CEEB offers the following tests: SAT Reasoning, SAT: Subject Tests, AP (Advanced Placement Tests), TOEFL (Test of English as a Foreign Language), and CLEP (College-Level Examination Program). Contact your counselor for fee waiver information if the registration fees present a financial hardship.

### SAT Reasoning Test

The SAT Reasoning Test, commonly known as the SAT, is a 3 ¾ hour test that measures critical reading, mathematical reasoning and writing skills a student has developed over time to be successful academically. This test is administered seven times a year and is typically taken by high school juniors for the first time in the spring and again as a senior in the fall or winter. Each section is scored on a 200-800 scale as well as two sub-scores for the writing section.

Students may register for the SAT Reasoning test by mail or online. It is highly recommended that students register online at [www.collegeboard.com](http://www.collegeboard.com). Students are responsible for the \$47.00 registration fee, which can be paid by credit card or check directly to The College Board. An additional \$24.00 late fee or \$41.00 stand-by fee must be added to the \$47.00 regular registration fee when a deadline is missed. Registration forms and information are available in the College/Career Information Center or online.

Each edition of the SAT includes a Critical Reading, Math and Writing Section, with a specific number of questions related to content.

Time	Content	Item Types
70 minutes. (two 25-min. sections and one 20-min. section)	<b>Math Section:</b> Arithmetic, Algebra I, Algebra II, Geometry	Multiple-choice questions and grid-ins (student-produced responses)
70 minutes. (two 25-min. sections and one 20-min. section)	<b>Critical reading:</b> Passage-based reading comprehension and sentence completion	Multiple choice
60 minutes: 25 minute multiple choice section, 10 minute multiple choice	<b>Writing Section:</b> Grammar usage, word choice,	Multiple choice, persuasive essay

section, 25 minute essay.

organization and clear expression

### **SAT Subject Tests**

The SAT Subject Tests are designed to measure knowledge and skills in particular subject areas, as well as the ability to apply that knowledge. Subject tests are also used by some colleges for admission and placement purposes. Students may take up to three tests in one session, but may not take the Reasoning and the Subject Tests on the same day. It is recommended that a Subject Test be taken following the completion of the highest level of the course. The registration fee includes a basic fee of \$21.00 plus an additional \$21.00 fee for a Language Test with Listening or an additional \$10.00 for all other Subject Tests. Students are penalized for missing the regular deadlines and must pay an additional \$24.00 late fee or \$41.00 Standby Fee. Please check the SAT Testing Bulletin or your College/Career Center for Test Center locations and schedules. Note: Most colleges do not require the Subject Tests. Check the college website to see if these tests are recommended.

### **TOEFL (Test of English As a Foreign Language)**

*The TOEFL® test is the most widely accepted English-language test in the world.* It measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in academic settings. It is an internet-based test (iBT) required by almost all U.S. colleges and universities for students whose principle language is not English. The test has four sections: Reading, Listening, Speaking and Writing and takes up to four hours to complete. The current U.S. \$170 (Maryland) registration fee includes one examinee core record and four score reports sent to your designated institutions. The TOEFL should be taken in addition to the SAT Reasoning Test or ACT. You can take the Internet-based Test (iBT) or the Paper-based Test (PBT), depending on which format is offered at your test center. For the most up-to-date information, visit: [www.ets.org/toefl](http://www.ets.org/toefl)

### **AP(AdvancedPlacement)Tests**

The Advanced Placement Program gives students the opportunity to take college-level courses with the possibility of earning college credit or advanced placement. There are thirty-three AP courses across 22 subject areas available to students. The tests are administered in early May. Visit [www.collegeboard.com/apstudents](http://www.collegeboard.com/apstudents) for test dates. The fee is currently \$86.00 per test. Students currently on free/reduced lunch should qualify for fee waiver; see your counselor. Students should discuss taking AP classes/tests with their parents, teachers and school counselor.

### **CLEP (College-Level Examination Program)**

The CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in college-level introductory subjects. All exams are scored on a scale of 20-80 with the recommended credit-granting score of 50, which equals a grade of C and are kept on file for 20 years. There are 2,900 colleges that grant credit and/or advanced standing for the 33 CLEP exams. Check the College Board CLEP website to locate a testing center. The cost of each CLEP Exam is \$77.00.

### **PSAT/NMSQT (Preliminary Scholastic Assessment Test/ National Merit Scholarship QualifyingTest)**

The PSAT is the only opportunity when high school juniors may be considered for the National Merit Scholarship Program, the National Achievement Scholarship Program, and the National Hispanic Scholar Awards Program. The PSAT also serves as an important practice test for the SAT Reasoning Test. It is administered only once during the school year and consists of two 25-minute critical reading sections, one 30-minute math section, and one 30-minute writing skills section. This year, the PSAT/NMSQT will be administered on Wednesday, October 13th, at all Montgomery County High Schools. All tenth grade students will take the test at no cost. A limited number of fee waivers are available for grade 11 students only.

### **Testing For Special Needs Students**

Students with a documented disability may be eligible for accommodations on SAT, SAT Subject Tests, AP, PSAT, and ACT. To receive accommodations for testing, students must be approved by the College Board at least six weeks in advance of testing. Please see your school's test coordinator to sign a "Consent Form for Request for Accommodations" [consent form \(.pdf/204k\)](#). This form will be kept on file at the high school, but allows the school's SSD Coordinator to request accommodations online and release any special needs documentation for the purpose of determining eligibility for

accommodations. Documentation is faxed to the College Board for review. Notification of approval/denial will be made electronically.

When testing at a center on a national date, students normally receive up to 50 percent extended time and can use a regular or large type test book. Students receiving accommodations more than 50 percent extended time or who CAN NOT test at a national center will be assigned to the appropriate Testing Center; check with your school's Counseling Office. **Most testing accommodations for Montgomery County Public School students are located at WALTER JOHNSON HIGH SCHOOL. THE TEST COORDINATOR, SUE HARTUNG CAN BE REACHED AT 301-803-7140.** A student who requires the use of a reader and/or writer must test at his/her home school. ETS Special Needs Hotline is 1-(609) 771-7137. The website is: [www.collegeboard.com/ssd/student](http://www.collegeboard.com/ssd/student).

The ACT website is: [www.act.org/aap/disab/](http://www.act.org/aap/disab/). Currently, applying for testing accommodations for the ACT is done by paper. The application and instructions can be found online or you may pick up a copy from your School Counseling Office. When a student receives his/her admission ticket with the notation "See your counselor for test date and time," please do that immediately to find out where to report for special accommodations.

**Reminder: It is the student's responsibility to meet with his/her counselor in early September to discuss special testing arrangements.**

## **SAT Preparation Options**

### **Montgomery College**

The Montgomery College Workforce Development and Continuing Education Office offers an SAT Prep course which is conducted in various MCPS schools during the school year and at Montgomery College during the summer. The course meets either after school, in the evening, or on Saturday mornings. The 30 hour course is designed to help students achieve a score that better reflects their knowledge and abilities by practicing with REAL SATs, teaching test format, teaching test taking strategies, reviewing content and raising test taking confidence.

For Montgomery county residents, the cost of the course is \$275 plus the cost of the textbook. New this year, an 18 hour course will be offered to help students prepare for just the math portion of the SAT or the critical reading portion of the SAT. The cost of the 18 hour course is \$199. Information on dates, locations and registration is available at

[www.montgomerycollege.edu/wdce/ce/satprep.html](http://www.montgomerycollege.edu/wdce/ce/satprep.html) or a brochure can be obtained from an MCPS College and Career Center or the School Counseling Office. Registration assistance and information can also be obtained by contacting 240-567-5188. Flyers advertising courses for the fall SATs are mailed to the homes of rising juniors and seniors at the end of July. A second mailing advertising spring SATs will occur in early December.

### **MCPS-In school**

Many MCPS high schools offer a one semester college admission test prep class (SAT prep and ACT prep) for elective credit during the school day. This course is free but students must register for it during the normal course registration time.

### **MCPS Free Online Materials**

MCPS is providing free online tools to prepare for the PSAT, SAT or ACT through the TCA Online Study Guides. This is a website that can be accessed anywhere, anytime by every high school student in Montgomery County to review skills, take practice quizzes and track progress. Special sections, FinalPrep for the SAT and Final Prep for the ACT, are specifically designed for test preparation the week before the test. FinalPrep reviews the structure, format, skills, and test-taking strategies appropriate for the SAT and ACT. For more information and to log in visit: <http://www.montgomeryschoolsmd.org/curriculum/hsi/testprep.shtm>

## **General Testing Information**

### **Countywide Testing**

MCPS countywide testing takes place during school hours. The High School Assessment schedule for 2010-2011 is as follows:

### Maryland High School Assessments (HSA) \*

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>English</b>	October 4, 2010	January 10, 2011	May 16, 2011
<b>Biology</b>	October 5, 2010	January 11, 2011	May 17, 2011
<b>Algebra/DA</b>	October 6, 2010	January 12, 2011	May 18, 2011
<b>Government</b>	October 7, 2010	January 13, 2011	May 19, 2011

\*Students must meet the HSA requirement in order to graduate.

### GED Test (General Educational Development)

The GED Tests is a standardized high school equivalency examination taken for a Maryland High School diploma. It measure your knowledge and academic skills against those of today's traditional high school graduates. The GED program in Montgomery County is part of Montgomery College Workforce Development and Continuing Education: [www.montgomerycollege.edu/wdce/aelg/ged.htm](http://www.montgomerycollege.edu/wdce/aelg/ged.htm)

Attending a Community Information Session offers you an opportunity to get information about the GED program. You will learn about classes and the GED exam, how long it takes to prepare, what you need to do to register for classes or the GED test. The meeting includes time for questions and answers. Though recommended, attending a session is **not** mandatory before registering for classes. Please note, no childcare is provided for the meeting.

To be eligible for GED classes you must:

- be at least age 16 years or older
- be a Montgomery County resident for at least three months at the time of testing
- not be enrolled in a private or public high school
- officially be withdrawn from high school for at least three months

**Please Note:** If you are in possession of a high school diploma you received in another country, it is valid in the USA and you do not need to take GED classes. If the document is in another language however, you must have it translated into English before you apply to a college.

The GED Practice Test is offered to anyone in the community who has been studying and is planning to take the official Maryland GED exam. It provides exposure to the format of the GED test and also assesses if someone is really prepared to sit that exam. You **MUST** attend one of the GED Practice Test Review & Registration Sessions **BEFORE** taking the Practice Test. (These test scores are not used to place students in classes.)

### To Register for classes:

1. Decide when you can go to class - day, night, or Saturday.
2. Check the **Class Schedule**, and choose a center that has classes at the time you can attend.
3. Go to the site in person, on the date, and at the time that is listed for class registration. Do not bring children to registration or testing.
4. At registration, you will be given information as to when to return to the site for a free mathematics and English placement exam. This is to determine your proper class level, either Adult Basic Education, Pre-GED, or GED.
5. GED level students **MUST** pay tuition.
6. Textbooks for personal use will be available for purchase during the first week of class.

For information on schedules and registration, call **301-962-8950** or visit the web site at [www.montgomerycollege.edu/wdce/aelg](http://www.montgomerycollege.edu/wdce/aelg). Click on the section entitled GED.

### Maryland's Official GED-interactive site (GED-i)

**GED-i** is a **free**, teacher-supported online learning program for GED test preparation offered to Maryland residents. Maryland GED-i allows you to choose when, where and what you study. Do you need help in one part or all five parts of the GED exam? The program only assigns lessons in areas you haven't mastered. Although each session is scheduled for a maximum of 12 weeks, your customized learning plan may take less time. Visit [www.midged-i.org](http://www.midged-i.org) for further information

For more information about the GED, visit: [www.gedpractice.com](http://www.gedpractice.com) [www.gedtest.org](http://www.gedtest.org)  
[www.gogedgo.org](http://www.gogedgo.org)

## General Information

### Federal Employment

**How Federal Jobs are Filled:** Most Federal agencies fill their jobs by advertising all openings on their website: [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

The website lists over 16,000 jobs daily which will allow you to apply directly to the agency. Today very few positions require a written test. Applications can be submitted in a variety of formats: on-line, paper form, or the OF-612 form. All information on federal jobs is free to the applicant(s). While the process is now very similar to that in private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment.

### Internships, Work Study, Scholarships & Summer Job Opportunities

Students may check the following website which provides access to many federal sources for internships, work study, scholarships, and summer job opportunities which may lead to job offers after college graduation: [www.studentjobs.gov](http://www.studentjobs.gov). There are federal agencies located all over the entire country as well as overseas.

### Maryland State Employment

Information and job openings for Maryland State Employment can be found at <http://www.dbm.maryland.gov/jobseekers/Pages/JobSearch.aspx> (Click on Job Seekers) The State of Maryland Employment Application (MS-100) is available to be downloaded from this website. State tests are scheduled at various times during the year and are announced through use of newspaper ads and other recruiting activities. When a test is announced, applicants should file as directed. Questions for the Office of Personnel Services & Benefits may be asked by calling the toll free number 1-877-634-6361. You may also write to them at: 301 West Preston Street, Room 501, Baltimore, Maryland 21201.

## Athletic Eligibility Information

### NCAA (National Collegiate Athletic Association)

The National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse, located in Iowa City, Iowa, handles registration to determine a student's initial eligibility to play sports at a Division I or Division II college or university. Seniors are encouraged to register with the Clearinghouse online at: <https://web1.ncaa.org/eligibilitycenter/common/>. From the home page, the student should click on "Prospective Student-Athletes" which will link the student-athlete to the necessary information. To obtain an electronic copy of "The Guide for the College Bound Student Athlete" go to: <http://www.ncaapublications.com/p-3931-2009-2010-guide-for-the-college-bound-student-athlete-pack-of-25.aspx> When signing up for the SAT/ACT, request test scores to be sent to the eligibility center (using the code is 9999). There is a fee for registering with the Clearinghouse. Fee waivers are available to all students who have received an SAT or ACT fee waiver. The Clearinghouse customer service telephone number is 877-262-1492; representatives are available from 8:30 a.m. to 6:00 p.m. Eastern Time, Monday through Friday. Fax Number 317-968-5100

Students must provide a copy of the application to your high school Registrar to send to the Clearinghouse with your transcript in order to be processed.

## Admissions, Nominations & Appointments

### U.S. Service Academy Appointments/Nominations

**United States Air Force Academy**  
HQ USAFA/RRS  
2304 Cadet Drive, Suite 2300  
USAF Academy

**United States Military Academy**  
Building 606  
West Point, NY 10996  
[www.admissions.usma.edu](http://www.admissions.usma.edu)

Colorado Springs, CO 80840 <a href="http://www.academyadmissions.com">www.academyadmissions.com</a> 1-800-443-9266	1-845-938-4011
<b>United States Merchant Marine Academy</b> 300 Steamboat Road Kings Point, NY 11024-1699 <a href="http://www.usmma.edu">www.usmma.edu</a> 1-866-546-4778	<b>United States Naval Academy</b> 117 Decatur Road Annapolis, MD 21412 <a href="http://www.usna.edu">www.usna.edu</a> 1-410-293- 4361

Students may also want to consider the United States Coast Guard Academy. The Coast Guard does not require a congressional nomination for appointment.

**United States Coast Guard Academy**

31 Mohegan Avenue  
New London CT 06320-4195  
[www.cga.edu](http://www.cga.edu)  
1-800-883-8724

**Start the process no later than the beginning of your junior year as follows:**

- In the spring take the SAT.
- File a pre-candidate questionnaire with the Academy of interest to you. (Go to the websites listed) Obtain nomination packets from your Congressional Representative or U. S. Senator. Applications may be downloaded using the websites listed and a limited number of packets are available in the College / Career Centers.
- Complete and return the "Application for Nomination" packet by early fall of your senior year).
- To maximize your chances of receiving a nomination, apply in writing to your U.S. Senator and Representative. Each will submit a number of competitive nominations for every available vacancy. **U. S. Senators and Representatives only *nominate* candidates for admission consideration.** The final selection decisions are made by each academy.

<b>Senator Barbara Mikulski</b> Application deadline: October 22, 2010; 5:00 PM; Office of Senator Barbara Mikulski 1629 Thames Street, Suite 400 Baltimore, MD 21231 1-410-962-4510  Inquiries Call: Molly Rogers-1- 410-962-0046 <a href="mailto:academy@mikulski.senate.gov">academy@mikulski.senate.gov</a>	<b>Senator Benjamin Cardin</b> Application deadline: October 22, 2010: 5:00PM (Not Postmarked) Tower One, Suite 1710 100 S. Charles Street Baltimore, MD 21201  Inquiries Call: Anne Irby - 1-410-962-4436 <a href="mailto:anne_irby@cardin.senate.gov">anne_irby@cardin.senate.gov</a>
<b>Congressman Chris Van Hollen</b> (8th District) Application deadline: October 15, 2010 Congressman Chris Van Hollen 51 Monroe Street, Suite 507 Rockville, MD 20850 Inquiries Call Char Rosnick 301-424-3501 <a href="mailto:Char.rosnick@mail.house.gov">Char.rosnick@mail.house.gov</a>	<b>Congresswoman Donna F. Edwards</b> (4th District) Application deadline: October 15, 2010 5001 Silver Hill Road Suitland, MD 20746 Inquiries Call: Chonya Davis-Johnson-301-516-7601 <a href="mailto:Chonya.Davis-Johnson@mail.house.gov">Chonya.Davis-Johnson@mail.house.gov</a>

The Vice President of the United States may also serve as a source of nomination, and is authorized to nominate individuals to the United States Military, Naval and Air Force Academies. The Vice President cannot nominate to either the U. S. Merchant Marine Academy nor the Coast Guard Academy.

In order to be entered into competition for a Vice Presidential nomination, applicants must write personally to the Vice President during the application period of **March 1 to October 31** preceding the year of entrance to the academies. Applications postmarked after October 31 will not be considered. The Vice President has authorized the academies to evaluate all applications and rank them according to qualifications.

Office of The Vice President  
Eisenhower Executive Office Building  
Attn: Military Academy Nominations  
Washington, DC 20501

## **Maryland State Universities Admission Requirements**

To prepare to apply to the University System of Maryland (USM's) universities, you should take the following courses in high school:

- Four years of English composition and literature.
- At least 3 years of Mathematics including Algebra I or Applied Math I & II, Formal Logic or Geometry and Algebra II. A fourth year of math is strongly recommended.
- At least 3 years of History or Social Science.
- Three years of Science. Courses completed must be in two different subject areas, and 2 of the 3 must include laboratory experience. For students interested in science-oriented careers, 4 years of science are recommended in 3 different science areas, with 3 laboratory experiences.
- Two years of the same Foreign Language or Advanced Technology. American Sign Language is accepted as a language.

The above criteria represent the minimum requirements to be considered for admission. Successful applicants typically present academic credentials that exceed the minimum, including a fourth year of mathematics, several honors and/or Advanced Placement or International Baccalaureate courses, and additional academic electives.

Applications must be submitted by the deadlines with any required essays and recommendations. Any required tests such as the SAT or SAT Subject Tests and/or the ACT **must** be taken. Official test scores must be sent **directly** from the testing service.

## **Career/Vocational and Employment Information**

### **Apprenticeship Programs**

An apprenticeship is a job where the apprentice works full time and receives training from a sponsoring organization. Apprenticeships are voluntary, industry-driven programs that are sponsored by employers, employer associations, and jointly by management and labor. An apprentice is defined as an employee who receives supervised, structured, on-the-job training combined with related technical instruction in a specific occupation.

Apprenticeships may be open to anyone 16 years of age or older. However, an employer may set a higher entry age. Individuals must be age 18 to apprentice in specified hazardous occupations. Apprenticeships are designed to meet the workforce needs of the sponsors. Because of a need for highly skilled workers many sponsors use apprenticeship as a method to train employees in the knowledge necessary to become a skilled worker. This also means the number of apprenticeships available is also dependent on the current training needs of the industry.

On-the-job training for apprentices takes place at the work site under the direction of a highly skilled journeyman. An approved training plan outlines the work process in which the apprentice will be trained and specifies an approximate length of time to be spent in each major process. A training program must be at least 2,000 hours in duration to be considered as an apprentice-able occupation. Because of the growing importance of advancing technology, many trades have lengthened both on-the-job training and related instruction hours to encompass the changes taking place throughout the industry. The minimum length of an apprenticeship is one year although most apprenticeships take three to six years to complete.

Some on-the-job training apprenticeships offer pay and medical benefits for their apprentices. Typically apprentices are hired at a percentage of a journeyman's salary. As the apprentice completes training section as and demonstrates skills mastery, the percentage of a journeyman's wage received increases until the apprentice makes journeyman's wages upon completing the program.

In the State of Maryland there are over 230 registered occupations and over 9,000 registered apprentices. Most apprenticeships are within the building trades and construction industries; however there are also apprenticeship opportunities in non-construction occupations such as Child Care Development Specialist.

Visit <http://www.dllr.state.md.us/labor/appr/> for more information and to see a list of Apprenticeship and Training links.

-Information courtesy of Maryland Department of Labor, Licensing, & Regulations



## Career and Technology Education Instructional Technology and Partnerships

Today's information-based economy demands highly skilled individuals with the ability to work with people from different cultural and educational backgrounds. Therefore, the Montgomery County Public Schools (MCPS) Division of Career and Technology Education (CTE) and the Foundation programs strive to provide students with an education that combines rigorous academic and technical study with the excitement of discovery through small learning communities and career-themed programs. With the support of the business and higher-education communities, students apply their acquired skills and knowledge to make informed decisions concerning education, careers, and a path toward lifelong learning.

The career cluster model is to direct high school students toward focused programs of study that make their experiences more meaningful by relating future goals to current course work. The MCPS career clusters are based on what students need to know and be able to do in order to graduate prepared for further education and careers in the 21<sup>st</sup> century.

### Career Clusters with Career Pathway Programs

- Arts & Communication
- Biosciences & Medicine
- Business
- Construction & Development
- Education & Training
- Engineering & Manufacturing
- Environmental Resources
- Hospitality
- Information Technology
- Law & Government
- Transportation

More detailed information can be found at  
[www.montgomeryschoolsmd.org/departments/cte](http://www.montgomeryschoolsmd.org/departments/cte)

These clusters provide real-world learning experiences, including internships, while maintaining high academic standards. Students come to realize that graduation is a stepping stone to their lives beyond high school. They also acquire the skills, tools, and self-confidence to realize their dreams and goals. Additionally, the 11 career clusters allow business leaders to be partners in education by involving them in the development of curriculum that includes industry skills and standards to meet certification requirements. Each career cluster has a Cluster Advisory Board (CAB) that collaborates with MCPS, Montgomery College (MC), and other colleges and universities to align the high school and college curriculum to promote a smooth transition from high school to postsecondary education.

Each career cluster includes one or more Career Pathway Programs (CPPs). Most of these programs have an articulation agreement that details the courses MCPS students must complete with a grade of B or better to receive college credit at Montgomery College or other institutions of higher learning. Students completing a career pathway program while still in high school are given a head start on their college education while at the same time save on tuition and book fees since their courses are completed prior to enrollment. Questions about this process can be answered by emailing the Tech Prep Coordinator, Lesley Robinson: [Lesley\\_C\\_Robinson@mcpsmd.org](mailto:Lesley_C_Robinson@mcpsmd.org)

Thomas Edison High School of Technology offers a variety of CTE and other tech programs for students to obtain vocational and professional training as well as college credits during high school, although, each senior high school offers a limited number of CTE programs. More information about Edison's Programs can be found on [www.mcps.k12.md.us/schools/edison](http://www.mcps.k12.md.us/schools/edison) or by calling 301-929-2175.

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