



# Career Academy

Creating Bright New Hampshire Futures

## *Frequently Asked Questions*

New Hampshire Career Academy (NHCA) is an innovative, educational program that provides students with a pathway leading to a high school diploma, an associate degree and/or a career credential and a job interview with a New Hampshire employer, over a two-year period at no tuition cost to students and their families. Students enter the program at the start of their senior year of high school, choosing one of the degree or certificate programs offered, and complete their high school graduation, and associate degree or certificate program requirements two years later, equipped with the knowledge and skills required to be successful in their chosen career.

NHCA has the potential of achieving what for so long has eluded so many – a model that does not cost the education system additional funds, and makes college available at no cost to New Hampshire students.

### ***What are the goals of the New Hampshire Career Academy?***

The goals of the NHCA are to:

- Set participating students on a postsecondary and career trajectory.
- Provide students with a high school diploma, and an associate degree and/or a career credential in an approved program, and a job interview with a New Hampshire employer through a collaboration with the Community College System of New Hampshire (CCSNH), all at no cost to the student.

### ***How would NHCA work for students?***

Any New Hampshire student<sup>1</sup> entering their senior year of high school<sup>2</sup> is eligible to apply to the NHCA.

Students will simultaneously enroll in a participating New Hampshire charter school – the Custodial High School and CCSNH.

While the Custodial High School will work directly with the student to guide them in the completion of their requirements for a high school diploma, all of the student's instruction will

---

<sup>1</sup> Eligibility is restricted to New Hampshire residents who are enrolled in a New Hampshire education program.

<sup>2</sup> Students may enter the program prior to their senior year if they have accumulated sufficient high school credit to be able to complete their high school degree requirements as a participating student in the NHCA program and meet CCSNH eligibility criteria for participation.



take place on the individual CCSNH college campuses throughout the two-year period. Both the Custodial High School and the CCSNH college will monitor student progress, provide academic support and guidance, and upon completion of the program, award a high school diploma and an associate degree and/or industry certificate. Students will receive the Custodial High School Diploma.

### ***Does a student need to live near the Custodial High School?***

No, students will access all of their academic programming at the community college. The Custodial High School will help advise and administer the program, but the student does not need to live near it. However, students are able to access CCSNH programs across the state, at Great Bay Community College, NHTI, Manchester Community College, Lakes Region, White Mountains Community College, and River Valley Community College. Enrollment and program administration by the Custodial High School can take place by phone and email, although an in-person interview may be required.

### ***How is the program funded?***

There is no cost to students or their families for attending the NHCA.

The state provides student adequacy grants for public school students. The Custodial High School will retain a portion of the student state adequacy grant to provide student administrative support and the remainder of the state adequacy payment is used to pay tuition at CCSNH. These payments are facilitated by the Custodial High School and CCSNH and are not a responsibility of the enrolling student or family.

### ***Who is eligible to attend?***

Enrollment is limited to New Hampshire high school seniors<sup>3</sup> who have accumulated sufficient high school credits and meet other eligibility criteria such that during the two year program, they will be able to complete their remaining high school credits and the credits required to complete the associate degree and/or industry certificate program in which they are enrolled.

Eligibility includes:

- 12<sup>th</sup> grade students in New Hampshire traditional public or public charter schools, non-public private schools and home-schooled students, who are residents of New Hampshire.
- The minimum enrollment age is 16. This may be waived by CCSNH. In evaluating such waiver, CCSNH will consider, among other factors, the student's demonstrated level of maturity, academic achievement, health and safety considerations given the nature of the program.

### ***Can a student enroll part time?***

No. All students must attend full time. Tuition support is only available to students during the 2-year program period and cannot be extended.

---

<sup>3</sup> Students may enter the program prior to their senior year if they have accumulated sufficient high school credit to be able to complete their high school degree requirements as a participating student in the NHCA program and meet CCSNH eligibility criteria for participation.

***What is the maximum number of students that will be accepted in the New Hampshire Career Academy?***

In the second year of the program, the state has not set a limit on the number of students that may apply.

Programming will all take place on the campus of the CCSNH program that the student is enrolled in. It is not necessary for a student to reside close to the Custodial High School, as the Custodial High School functions in an administrative capacity only. It is, of course necessary for the student to live close to the CCSNH campus for the program they are enrolled in so that they can easily participate in the programming.

***What are the academic requirements to attend?***

NHCA programs include college level courses. Students enrolling should expect a level of academic rigor higher than what is usually associated with a high school course. Coursework may also include content of a mature nature as is expected in a college environment.

Admittance to the program will include specific proficiency requirements. Such entrance criteria are in place to limit enrollment to students who have the capacity to succeed in college level academic settings.

***What does the program application process consist of?***

Applicants will complete two separate applications, one for the Custodial High School and one for CCSNH.

The application process starts when a prospective student contacts Dr. Nate Greene at the Department of Education at [Nathaniel.Greene@doe.nh.gov](mailto:Nathaniel.Greene@doe.nh.gov).

This early enrollment deadline allows the Custodial High School to:

- Receive and process an application,
- Interview students and parent(s) or legal guardian(s) if the student is under 18 years of age. An in-person interview may be requested,
- Receive all required documents.

Based on the application and documentation, the Custodial High School determines if the New Hampshire Career Academy is a good fit for the student.

Once good fit has been determined and the student applicant has selected a program of study, the Custodial High School will provide the appropriate Community College Application to the student to complete.

The student completes the Community College Application and submits it to the college. Applications must be completed in full, including Family Educational Rights and Privacy Act (FERPA) release and other parent/guardian acknowledgments.

If there are more qualified students than available slots, the Custodial High School will hold a lottery for the available number of slots. Once enrollment is full, a wait list will be established in the event accepted students decide not to participate.

A letter is sent to the student informing them of the status of their acceptance into the program will be sent by the CCSNH College with a copy to the Custodial High School.

Students will confirm their intention to participate. If students decline the offer to participate, and a wait list has been established, the next student on the wait list will be notified. This process will continue until full enrollment is attained.

Accepted students will be contacted by guidance from the Custodial High School and will be assigned to a CCSNH academic advisor to begin the course selection and enrollment process. Students who are admitted into the program will begin their college program with an academic plan that lists the courses they need to attain their high school diploma.

Application deadlines, particularly those of CCSNH programs, are very strict. Students and families should pay close attention to these dates.

### ***What career programs would be available through NHCA?***

CCSNH Colleges plan to offer the programs outlined below. As this is the inaugural year for NHCA, not all CCSNH programs are available. As NHCA expands and based on its success, additional programs may be added. Please note that competitive programs will be offered based on availability of open slots.

### **White Mountains Community College (WMCC):**

All Community College programs are available to NHCA students. WMCC will also offer all Career and Technical education (CTE) programs if the student has completed a two-year CTE

program in high school with the exception of Nursing. Other competitive programs such as welding and Veterinary Assistant will be offered based on availability of open slots.

**River Valley Community College (RVCC):**

All Allied Health Programs excluding RN but including LPN, Respiratory, Occupational Therapy Assistant, Physical Therapy Assistant, Radiologic Technology, Medical Laboratory Technician, and Medical Assistant.

**Lakes Region Community College (LRCC):**

Marine Technology

**New Hampshire Technical Institute (NHTI):**

Engineering Technology and Mechanical Engineering Technology Manufacturing

**Manchester Community College (MCC):**

Robotics/Advanced Manufacturing, Cyber Security

**Great Bay Community College (GBCC):**

Biotechnology for students who have completed a two-year CTE Biotechnology program in high school.

***What are the Certificate Programs and how do they work?***

A certificate program is generally a one-year program compared to a two-year associate degree program. Students participating in a Certificate Program would be required to satisfy high school graduation requirements, which may be done at CCSNH, prior to completion of the Certificate Program. (Where CCSNH does not have a class required for graduation, which should be a rare occurrence, Virtual Learning Academy Charter School (VLACS) or the LEAF Charter School may be used to meet the academic requirement.) The program does not anticipate students completing a certificate program without attainment of a high school diploma. This will be strictly adhered to.

***What are the pathways for students enrolled in Career and Technical Education (CTE) programs?***

Students interested in a CTE program offered at their traditional high school are encouraged to enroll in those programs. NHCA serves as an extension of those programs to provide further opportunity for students. For example:

- A high school CTE program may not offer a career pathway that a student is seeking, but CCSNH does offer such programming. This would be an appropriate opportunity to enroll in NHCA.
- Some students will have completed CTE programming in their junior year and may want to continue to pursue training in that industry. For example, if a student completes a two-year automotive program as a junior, they may decide to continue training in automotive technologies in the NHCA at CCSNH.
- Some high school CTE programs are oversubscribed (they are fully enrolled), but CCSNH may be able to offer a student training in that area.

***Will students be able to participate in the resident district’s athletic and social events if they leave their high school during the senior year?***

Experience has shown that a deterrent to students participating in “senior year” programs, such as the NHCA, is the loss of co-curricular opportunities.

The New Hampshire State Education Law, RSA 193:1-c, requires district schools to provide access to the curricular courses and co-curricular programs offered by the school district to students attending charter schools who reside within the district catchment area.

To ensure that students will still have the opportunity to continue their engagement in extracurricular activities with their peer groups, Custodial High Schools will help facilitate the extra-curricular activities for NHCA students’ and their resident districts. This may not guarantee availability of such programming to NHCA students and there may be conflicts with the CCSNH course schedules that preclude students for participating in such extra and co-curricular activities.

NHCA students will have full access to CCSNH extra and co-curricular activities as an enrolled college student. Like a traditional high school activity, these activities may require try-outs to qualify for a team and/or activity fees that are the responsibility of the student.

***Most students in their senior year still have academic requirements to complete for high school graduation. If they are not enrolled in the high school, how will they complete these?***

CCSNH offers a wide array of academic classes that will allow students to complete most, if not all, academic classes that a senior might require leading to graduation. A student Custodial High School will work with the student and CCSNH to ensure that they are able to access courses leading to both a high school diploma and an associate degree or industry certificate.

Part of the enrollment eligibility is that a prospective student will have accumulated a sufficient number of high school academic credits that they can complete their high school diploma through the NHCA program.

Where CCSNH does not have a class required for graduation, which should be a rare occurrence, Virtual Learning Academy Charter School (VLACS) or LEAF Charter School may be used to meet the academic requirement.

***Who will be responsible for providing guidance and advisory?***

The Custodial High School and CCSNH will both have a role in tracking student progress and providing guidance and advisory support.

The Custodial High School will principally focus on the NHCA Application Process, working with the student to ensure that requirements for a high school diploma are met and coordination with resident school districts for extra and co-curricular activities.

CCSNH will principally focus on guidance relative to the college Application Process, including evaluating the applicants for eligibility and capacity to participate in the program, and program advisory, including that students are enrolled in the correct classes to complete the program.

***What are the school's responsibilities for students who fail?***

- The Custodial High School and CCSNH will take a proactive approach to student performance monitoring and advisory. Students and families as well must recognize that this is a college environment and students must engage appropriately. This includes taking responsibility and self-advocacy with advisors from both the Custodial High School and CCSNH.
- Struggling students will be afforded support from both the Custodial High School and CCSNH advisors. CCSNH, where appropriate, will provide interventions and additional support that the students require to help them succeed in the program, as would be afforded any CCSNH student.
- Students who fail the college courses will have the option of continuing to earn credits toward a high school diploma at VLACS, the Custodial High School, or return to the resident district.
- Upon program completion, students will first be awarded their high school diploma and then their college diploma or certificate.

***What would the school's and the college's responsibilities be for special education/reasonable accommodations?***

While students may be eligible for accommodations recommended through the college Accessibility Services Office, students must be otherwise qualified to do college level work and address the essential elements of the course without fundamental alterations to the curriculum.

NHCA students receiving modifications in an IEP plan or accommodations in a 504 plan will not be eligible for modifications in a college course in the NHCA Program to the extent that they result in a fundamental alteration to the curriculum.

The student's resident school district will be responsible for providing all required supports and accommodations to students with disabilities.

CCSNH will be responsible for determining whether a requested support or accommodation would constitute a fundamental alteration to the curriculum.

***How does the NHCA differ from dual enrollment programs open to New Hampshire public school Students?***

Dual enrollment programs allow students to simultaneously take classes at both a public school and at a community college. Such students remain enrolled only in their high school while they are able to earn credits that can later be transferred to CCSNH for credit.

NHCA, on the other hand, is a full time program for students to enroll in CCSNH programs that allows them to earn high school and college credit on the campus of the college. NHCA is an application based program into which students must be accepted.

***Do the same civil rights laws for public education apply to charter schools?***

The Office for Civil Rights (OCR) and the related Federal civil rights laws that apply to Custodial High Schools as public schools, include:

- Title VI of the Civil Rights Act of 1964 (Title VI) (prohibiting discrimination based on race, color, or national origin);

- Title IX of the Education Amendments of 1972 (Title IX) (prohibiting discrimination based on sex); and
- Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II) (prohibiting discrimination based on disability)
- These Federal civil rights laws and the specific legal obligations apply to all public charter schools in the United States, regardless of whether they receive Federal funds under the Department's Charter School Program.

***How would the transportation for students be arranged/organized?***

Transportation for the NHCA is the responsibility of the student, unless the Custodial High School is able and agrees to provide transportation.

***What is the purpose of Parent Sign-off (Contract) for children attending a charter school?***

Parents of NHCA students are required to agree and sign an acknowledgement form that serves to ensure that the students and families of enrolling students understand some of the more significant differences between a traditional high school experience and a college level experience. This includes:

- The basic relationships, roles and responsibilities of the Custodial High School, CCSNH and the student and their family.
- The important role parents and families play in the successful educational experience of their children.

***Where can I find more information about the program and the applications?***

- NH Department of Education:  
Bureau of Educational Opportunities  
Dr. Nate Greene, Administrator  
Phone: (603) 271-5252  
Email: [Nathaniel.Greene@doe.nh.gov](mailto:Nathaniel.Greene@doe.nh.gov)  
Website: <https://www.education.nh.gov/>
- Great Bay Community College:  
Stephanie Riotto, Running Start Coordinator  
Phone: 603-427-7635  
Email: [sriotto@ccsnh.edu](mailto:sriotto@ccsnh.edu)  
Website: <http://www.greatbay.edu>





- Lakes Region Community College
  - Patrick Cate, Vice President of Student and Academic Affairs
  - Phone: 603-366-5281
  - Email: [pcate@ccsnh.edu](mailto:pcate@ccsnh.edu)
  - Wayne Fraser, Running Start Coordinator
  - Phone: 603-366-5266
  - Email: [wfraser@ccsnh.edu](mailto:wfraser@ccsnh.edu)
  - Website: <http://www.lrcc.edu>
  
- Manchester Community College
  - Major Wheelock, Dual and Concurrent Enrollment Coordinator
  - Phone: 603-206-8016
  - Email: [mwheelock@ccsnh.edu](mailto:mwheelock@ccsnh.edu)
  - Website: <https://www.manchestercc.edu>
  
- NHTI, Concord's Community College
  - Mark Bograd, Coordinator of High School Initiatives
  - Phone: 603-230-4029
  - Email: [mbograd@ccsnh.edu](mailto:mbograd@ccsnh.edu)
  - Website: <https://www.nhti.edu>
  
- River Valley Community College
  - Jerry Appell, Early College Coordinator
  - Phone: 603-542-7744 Ext. 5349
  - Email: [jappell@ccsnh.edu](mailto:jappell@ccsnh.edu)
  - Website: <http://www.rvcc.edu>
  
- White Mountains Community College
  - Christine Grant, Coordinator, Educational Partnerships and Access
  - Phone: 603-342-3019
  - Email: [cgrant@ccsnh.edu](mailto:cgrant@ccsnh.edu)
  - Website: <https://www.wmcc.edu>