

Template for a CTP Application

You may use this template to complete the narrative portion of your application. By using this along with the interactive checklist provided in Section 3, your application will include all necessary components. Be sure to answer EACH section thoroughly. Each section of this template is a required component of your application. For example, respond to each section of #2 – the small letters and the roman numerals!

Title Page

Name of Institution: _____

Contact person(s) _____

Contact information (phone and email)

Table of Contents

NOTE: Indicate the page number where reviewers can find each of the required components.

1. Brief Overview or Abstract of Program Model

2. Detailed description of how the program meets all of the definitional components of a Comprehensive Transition Program (CTP), as outlined below:

NOTE: MAKE SURE TO address EACH section

- a. The CTP is designed to support students with ID who are seeking to continue **academic, career and technical**, and **independent living** instruction at an institution of higher education in order to prepare for **gainful employment**;
- b. The CTP is delivered to students physically attending the institution;
- c. The CTP includes an advising and curriculum structure;

- d. The CTP requires students with intellectual disabilities to have at least one-half of their participation in the program, as determined by the institution, focus on academic components through one or more of the following activities:
 - i. Taking credit-bearing courses with students without disabilities.
 - ii. Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit.
 - iii. Taking non-credit-bearing, non-degree courses with students without disabilities.
 - iv. Participating in internships or work-based training in settings with individuals without disabilities;
- e. The CTP provides students with ID opportunities to be socially and academically integrated with non-disabled students to the maximum extent possible.

2) *The institutional policy for determining whether a student enrolled in the program is making **satisfactory academic progress** (SAP);*

3) *The number of weeks of instructional time and the number of semester or quarter credit hours or clock hours in the program, including the equivalent credit or clock hours associated with noncredit or reduced credit courses or activities;*

4) *A description of the educational credential offered (e.g., degree or certificate) and identified outcome or outcomes established by the institution for all students enrolled in the program;*

5) *A copy of the letter or notice sent to the institution's accrediting agency informing the agency of its comprehensive transition and postsecondary program. The letter or notice must include a description of the items in paragraphs (1) through (4) of this section.*

Supporting documentation: Included in the 30 page limit

Copy of Notification Letter to Accrediting Agency (required)

Appendix

Examples and supporting documentation that illustrate the program description, such as:

- PATH or PCP example
- Course descriptions (if from the course catalog, a selection of courses)
- Learning contracts, rubrics, other tools used to measure progress – in academics, employment, independent living
- Evidence that courses are offered on campus
- Course materials, syllabi, student career plans that identify the academic, employment and independent living goals for students
- Data to demonstrate links between program content and employment or education outcomes
- Student schedule
- Examples of how students are supported (i.e. educational coaches, mentors, etc)

These are examples of what to include – in general, the appendix items help to illustrate the program description and make it clear to the reviewer. An appendix is not required.