EFFECTIVE: JANUARY 2004
CURRICULUM GUIDELINES

A.	Division:	Educational Services		Effective Date:		January 2, 2004

B.	Department / Program Area:	Student Development		Revision	X	New Course	

If Revision, Section(s) Revised: K
Date of Previous Revision: November 25, 1991
Date of Current Revision: September 8, 2003

C:	CAEP 100	**D**:	Assessment and Intake	**E:**	0
	Subject & Course No.		Descriptive Title		Semester Credits

F: Calendar Description:
This course is designed to assist adults with a disability in taking the necessary preparatory steps to enter the full-time CAEP program. The course enables students to make inform

M: Course Objectives / Learning Outcomes
1. Students to gain an understanding of the objectives and content of the CAEP Program.
2. Students to make an informed decision and commitment to entering the program.
3. Students to demonstrate ability to deal with and benefit from CAEP program content.
4. Students to take the necessary steps leading to acceptance and registration in the program.
5. Students to secure funding as needed.
6. Students to provide documentation as needed.
7. Students to increase awareness of personal preparations which will facilitate participation in the CAEP program and to make arrangements as needed.

N: Course Content:
1. Gathering Information
   - reading program publicity
   - interview with Transition planner
   - interview with Instructor
2. Meeting Eligibility Criteria
   - demonstrating stability
   - demonstrating motivation
   - identifying goals
   - demonstrating basic literacy skills
   - identifying and describing disability
3. Decision Making
   - identifying alternatives, including CAEP
   - weighing alternatives
   - making the decision
4. Implementing the Decision
   - contacting instructor, funding agency, advocate, referral, therapists, medical practitioners, social workers
5. Securing Funding
   - identifying potential funding sources
   - determining the best source
   - applying for funding
   - confirming funding and notifying appropriate persons
6. Making Applications
   - identifying forms which need to be completed (intake, funding, registration, etc.)
   - completing forms and submitting them
   - providing copies of transcripts and assessments
   - procedures to ensure that all steps are completed
7. Budgeting Resources
   - identifying budgetary items (tuition, supplies, transportation, etc.)
   - establishing financial plan for program
8. Following Through
   - communicating with appropriate people as procedures are completed
   - ensuring all procedures have been completed
   - completing activities within time frame established
   - meeting recommendations (for students who need to prove stability, motivation, etc.) for next intake
   - determining appropriate steps and contacts to provide information and resolve problems e.g. transportation plans, child care arrangements

O: Methods of Instruction

Interview/discussion/one-on-one instruction

P: Textbooks and Materials to be Purchased by Students