



## Application Instructions

Follow the steps below to complete the application process:

### 1. REVIEW PROGRAM INFORMATION

Make sure you are aware of the program components and that they align with your interests in health care. Review the program dates and make sure you are able to attend the entire program prior to applying (some programs are held during school hours).

### 2. THE APPLICATION

- Applications can be found at <http://www.cvahec.org/programs/high-school-student/a-day-in-the-life>.
- You must fill out the application online and it **must be signed** by both you and your parent/guardian.
- You can save your application and resume progress at a later time by clicking the 'Save' link on the bottom right hand corner of the application. You will receive an e-mail with a link to resume progress on your application.
- A complete application consists of all questions answered, a parent/guardian signature, a student signature and one (1) letter of recommendation.
- Only completed applications received by the deadline will be considered.

### 3. RECOMMENDATION FORM

- Recommendation Forms can be found at <http://www.cvahec.org/programs/high-school-student/a-day-in-the-life>.
- The Recommendation Form must be completed by **a professional from your school** who knows you well.
- Family members may not be used** for the recommendation.
- The professional should **submit the completed recommendation form by the application deadline**.
- Be sure to give the professional at least two (2) weeks' notice.
- It is the responsibility of the student to request the recommendation and ensure it is submitted before the application deadline.

### 4. SUBMIT YOUR COMPLETED APPLICATION

A complete application and recommendation form must be received by the application deadline to be considered for admission into the program.

**Late and/or Incomplete applications will not be considered.**



Champlain Valley Area  
Health Education Center