



# Application

Fall 2023

Name:

Date Received (official use only):

Greetings!

Virginia Commonwealth University's ACE-IT in College program is an inclusive college experience for individuals with cognitive disabilities. ACE-IT promotes full inclusion and participation in the college setting and provides support in the areas of academics and employment.

One goal of ACE-IT is to learn about the college experiences of students with cognitive disabilities. It is understood by submitting this application that ACE-IT staff will collect information on participants' academics, employment, support needs, and outcomes throughout the program.

This application packet provides the ACE-IT Admissions Committee with information about the applicant's experiences, and goals. Our intent is to select students who will be successful in college, earn a certificate from VCU, and achieve the outcome of competitive integrated employment in their career of choice.

Thank you for taking the time to complete the 2023 VCU ACE-IT in College application. We look forward to learning more about you.

If you have questions, please email [aceit@vcu.edu](mailto:aceit@vcu.edu).

Sincerely,

The VCU ACE-IT in College Admissions Committee



# Application Packet Checklist

Applications that are incomplete or missing any required documentation will not be considered.

## Required:

- Current student resume
- Most recent Transition Individualized Education Program (IEP), Individualized Service Plan (ISP), and/or Individualized Plan for Employment (IPE).
- High school transcript
- High school attendance record and disciplinary record
- 2 references: To be completed and submitted by the reference.
  - Educational or professional reference
  - DARS reference (if applicant does not have a DARS counselor, include an additional educational/ professional reference)

## Encouraged, but not required:

- Results of career and transition assessments
- Psychoeducational testing results or eligibility determination
- Relevant medical documentation

# VCU ACE-IT in College Eligibility Criteria

## Eligible applicants for the Fall 2023 ACE-IT in College cohort will:

- Be 18 years of age or older at the time of entering VCU.
- Have completed high school with an Applied Studies, Special Diploma, Certificate of Program Completion, or Modified Standard Diploma. Students 18 and older who are still in high school receiving special education services can also apply.
- Reside in the Greater Richmond area at the time of application.
- Have a documented intellectual disability, traumatic brain injury, autism, or multiple disabilities as defined by the Virginia Department of Education's Special Education Regulations 8VAC20-81-10 and be willing to provide documentation with the application packet.
- Have or be prepared to financially meet the VCU tuition, university fees, and program fees to participate in the program.
- Have an interest in going to college as a non-degree seeking student to expand career opportunities and earn a certificate awarded through VCU's School of Education.
- Have experience in a work environment (school, volunteer, and/or paid work).
- Have experience attending and participating in classes for up to 50-90 minutes.
- Have or be prepared to arrange reliable, timely transportation to and from campus for all classes and other required activities.
- Have experience independently using a cell phone and be willing to obtain their own cell phone before starting courses.
- Pass a criminal background check for internship and employment sites.

By signing below, I indicate that I am eligible to participate in ACE-IT in College based on these criteria. I understand that omitting or falsifying critical information may lead to non-admission or dismissal from the program.

Applicant Signature:

Date:

## VCU ACE-IT in College Application Timeline

Applications Due                      February 3, 2023

Student Interviews                      March, 2023  
(Panel and Campus  
Visit)

Student Selection                      April, 2023

To be completed by the applicant (with support as needed).

## PART I - APPLICANT INFORMATION

HOW DID YOU HEAR ABOUT ACE-IT? (website, teacher, DARS, attended information session, friend, etc.)

APPLICANT'S FULL NAME	DATE OF BIRTH	NAME OF YOUR HIGH SCHOOL
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### ADDRESS & CONTACT INFORMATION

STREET ADDRESS		PHONE NUMBER
STREET ADDRESS (APT #)		EMAIL ADDRESS
CITY	ZIP CODE	COUNTY OR CITY OF RESIDENCE

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?      YES (IF YES, EXPLAIN BELOW)      NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?      YES (IF YES, EXPLAIN BELOW)      NO

DO YOU HAVE A HISTORY OF ENGAGING IN CRIMINAL ACTIVITY? (EXAMPLES: THEFT, STALKING, ASSAULT, PROPERTY DESTRUCTION)      YES (IF YES, EXPLAIN BELOW)      NO

### FAMILY CONTACT INFORMATION

Please tell us a little bit about a family member who helps you on a regular basis.

FAMILY MEMBER NAME		FAMILY MEMBER EMAIL	
CELL PHONE NUMBER	FAMILY MEMBER ADDRESS (if different from above)		RELATIONSHIP
HOME PHONE NUMBER			
WORK PHONE NUMBER			

### ACKNOWLEDGMENT OF ACE-IT FEES

IS THIS FAMILY MEMBER PRIMARILY RESPONSIBLE FOR ASSISTING THE STUDENT IN PAYING VCU TUITION, UNIVERSITY FEES, AND PROGRAM FEES FOR THE PROGRAM?

YES      NO

If there are other family members who will be financially supporting the student, please make sure they are invited to attend informational meetings on VCU tuition, fees and program costs. To learn more about these costs, please visit the ACE-IT in College website at [www.aceitincollege.org](http://www.aceitincollege.org).

## PART II - EDUCATIONAL EXPERIENCE

YOUR DIPLOMA TYPE

MODIFIED STANDARD

CERTIFICATE

APPLIED STUDIES

OTHER (*Specify*)

HAVE YOU ATTENDED COLLEGE OR A TRAINING PROGRAM BEFORE?      YES      NO

**IF YES, PLEASE ANSWER THE FOLLOWING:**

NAME OF PROGRAM	HOW LONG	DATE PROGRAM COMPLETED
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EXPLANATION IF YOU DID NOT COMPLETE THE PROGRAM

## PART III - EMPLOYMENT/WORK EXPERIENCE

ARE YOU CURRENTLY EMPLOYED?      YES      NO

IF YES, WHERE?

WILL YOU MAINTAIN CURRENT EMPLOYMENT DURING THE ACADEMIC SEMESTER(S), IN ADDITION TO TAKING CLASSES AND PARTICIPATING IN A CAMPUS JOB?

YES      NO

### PAST EMPLOYMENT EXPERIENCE

Describe two of your most recent jobs. If you have no paid work experiences, then describe volunteer work at school or in the community.

1. EMPLOYMENT SITE	DATES WORKED
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HOURS/WEEK	JOB DUTIES
WAS THIS A PAID POSITION?	

YES      NO

2. EMPLOYMENT SITE	DATES WORKED
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HOURS/WEEK	JOB DUTIES
WAS THIS A PAID POSITION?	

YES      NO

IF NO LONGER EMPLOYED AT EITHER LOCATION, WHY DID YOU LEAVE YOUR JOB(S)?

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## PART IV - POSTSECONDARY GOALS

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Please share your goals about life after high school.

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EDUACTION GOALS (EXAMPLE: WHAT COLLEGE CLASSES INTEREST YOU?)

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EMPLOYMENT GOALS (EXAMPLE: WHAT CARRERS INTEREST YOU?)

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INDEPENDENT LIVING GOALS (EXAMPLE: WHERE WOULD YOU LIKE TO LIVE?)

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## PART V - HEALTH/MEDICAL INFORMATION

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Please tell us about any medical or health conditions that would help us if you attended VCU.

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ARE THERE ANY MEDICAL CONDITIONS YOU MAY NEED SUPPORT WITH TO FULLY AND SAFELY PARTICIPATE AT VCU ACE-IT IN COLLEGE?            YES            NO

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IF YES, PLEASE DESCRIBE

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**PART VI - SERVICE AGENCIES &  
REFERENCES**

**SERVICE AGENCIES**

Please review the list of service agencies and supports below. Please answer if you currently receive any services or supports from them.

<b>DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES (DARS)</b>	COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS)
CURRENTLY RECEIVING SERVICES?  YES            NO	
<b>EMPLOYMENT SUPPORT VENDORS (JOB COACH)</b>	COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS)
CURRENTLY RECEIVING SERVICES?  YES            NO	
<b>COMMUNITY SERVICES BOARD</b>	COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS)
CURRENTLY RECEIVING SERVICES?  YES            NO	
<b>SOCIAL SECURITY ADMINISTRATION</b>	
DO YOU RECEIVE BENEFITS FROM SOCIAL SECURITY ADMINISTRATION?	
YES            NO	

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I give permission to inform my service providers (DARS, CSB, or Employment Support Vendor) that I am applying to ACE IT in College and to obtain information about my case:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In order to maximize long term employment supports and success, we strongly encourage applicants to have an open case with the Department for Aging and Rehabilitative Services (DARS), have their DARS counselor's support for attending ACE-IT in College, meet financial need, and have postsecondary education as a goal in their DARS Individualized Plan for Employment (IPE).

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## REFERENCES

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Two references are required for admission consideration. Please list who your references are and have them complete the corresponding reference form included in this application.

- If you have DARS (vocational rehabilitation counselor), a DARS recommendation is required.
- If no DARS counselor, but you are still in high school, an Education referral is required.
- You can have two letters of recommendation if you have a DARS counselor and are still attending high school at the time of application.
- If you have been out of school for a number of years, and you do not have a DARS counselor, a letter of recommendation from an employer or other professional is required.

NAME	PHONE NUMBER AND EMAIL ADDRESS
TYPE OF REFERENCE	
NAME	PHONE NUMBER AND EMAIL ADDRESS
TYPE OF REFERENCE	

By signing below, I certify that I have completed this application to the best of my knowledge.

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Signature

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Date

If you had assistance completing this application, please give us the following information about who helped you

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Name	Title	Phone Number	Date
Organization (if applicable)		Phone Number	Email Contact

# VCU ACE-IT in College: Educational/Professional Reference Form

\_\_\_\_\_ has applied for admission to ACE-IT in College at Virginia Commonwealth University. ACE-IT is an inclusive college certificate program for individuals with cognitive disabilities. Students participate in academic and employment experiences that support their career goals.

Please answer the following questions to the best of your ability and return the form to [aceit@vcu.edu](mailto:aceit@vcu.edu) no later than 5:00 PM on February 3, 2023

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from *VCU ACE-IT in College*?

Describe the strengths that the applicant has that will make them a strong candidate for the VCU ACE-IT in College certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?

# VCU ACE-IT in College: DARS Reference Form

\_\_\_\_\_ has applied for admission to ACE-IT in College at Virginia Commonwealth University. ACE-IT is an inclusive college certificate program for individuals with cognitive disabilities. Students participate in academic and employment experiences that support their career goals. **Please answer the following questions to the best of your ability and return the form to [aceit@vcu.edu](mailto:aceit@vcu.edu) no later than 5:00 PM on February, 3, 2023.**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from *VCU ACE-IT in College*?

Describe the strengths that the applicant has that will make them a strong candidate for the VCU ACE-IT in College certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?

Do you support this applicant in attending VCU ACE-IT in College?

Yes

No

Will DARS support the payment of milestones?

Yes

No

**If you have any questions regarding the program or the milestone agreement, please contact Hannah Ramsey at [ramseyhe@vcu.edu](mailto:ramseyhe@vcu.edu).**