



CEDAR SPRINGS PUBLIC SCHOOLS

Cedar Springs High School

Kent Career Tech Center Enrollment Information and Timeline

1. **Enrollment Forms:** Enrollment is open **February 10 until March 12 at 4 p.m.** Enrollment forms are available [online](#). You can submit your Enrollment Form anytime between these dates.
2. **Special Programs**
 - a. **Criminal Justice**
 - i. **Criminal Justice Interest Form due February 28, 2026**
 - ii. Need **both** the KCTC Enrollment Application AND the Criminal Justice Interest Form
 - iii. The Criminal Justice Interest Form can be found by clicking on the Apply Here link on the KCTC Criminal Justice webpage:
<https://www.thetechcenter.org/programs/human-services/criminaljustice/application/>
 - iv. You are required to submit reference information for a principal, school counselor, school resource officer (Deputy Price), and attendance secretary (Angela Martin or Danielle VanRosMalen). You should be able to find all the necessary email addresses on the school website. Please email in advance to let these staff members know to expect your reference information to come through.
 - v. Criminal Justice References are due on **March 9th**
 - b. **West Michigan Construction Institute**
 - i. You can also sign up for two programs at the West Michigan Construction Institute:
 1. Electrician Program
 2. General Carpentry
 - ii. These programs **REQUIRE THAT YOU PROVIDE YOUR OWN TRANSPORTATION**
 - iii. You will use the same application as the regular KCTC programs.
3. **Program Visits:** Continue to [sign up](#) if you haven't already. If you attended the open house on February 4 or 5 and signed in, this can count as your program visit. You may enroll in KCTC before going on a program visit. That is okay. Click [this link](#) to sign up!
4. **Acceptance Letter:** Enrollment confirmation and information letters will be mailed **April 13-17**. You will also receive a parent letter in July with orientation information and important details.
5. **Dual Enrollment:** If your program has the opportunity to earn dual enrollment credit, you will receive an additional letter specifying what information you need to request from your school counselor. You can email or [schedule an appointment](#) with your counselor to ensure the required information is sent to KCTC.
6. **Didn't get in?** If you did not get into your program, a counselor will email with you about other open programs and will help you reschedule as necessary.
7. **Late Enrollment:** The enrollment window opens again **April through mid-June** for programs that haven't filled yet. You may still get into a program at this time.



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Counselor Contacts:

KCTC Coordinator: Becky Kooi – rebecca.kooi@csredhawks.org

Last names A-H (and EMC) Counselor: Becky Kooi – rebecca.kooi@csredhawks.org

Last Names I-L Counselor: Ashley Seabolt - ashley.seabolt@csredhawks.org

Last Names M-Z Counselor: Nate Silagi - nate.silagi@csredhawks.org

Program Visits/Enrollment Forms: Tara Harthorn - tara.harthorn@csredhawks.org

Program Choices

Full CTE Programs:

- Agriscience for Plants and Animals
- Applied Construction Technology
- Auto Collision Repair
- Automotive Technology
- Aviation
- Criminal Justice (*Interest Form due 2/28/2026, references due 3/9/26*)
- Diesel & Equipment Technology
- Digital Animation & Game Programming
- Engineering
- Entrepreneurship & Marketing
- Graphic Communications
- Health Sciences (See Below)
- Heating, Ventilation, Air Conditioning, Refrigeration (HVACR)
- Hospitality & Culinary
- Marketing & Design
- Mechatronics
- Networking & Cyber Security
- Precision Machining Technology
- Teacher Academy
- Welding

Health Sciences Programs

- Health Career Foundations
- Nurse Technician/Patient Care Tech (*must be a senior*)
- Phlebotomy Lab Tech (*must be a senior*)
- Emergency Medical Technician (EMT) (*must be a senior*)
- Medical Assistant (*must be a senior*)
- Pharmacy Technician (*must be a senior*)

To Sign up for KCTC, use this [KCTC Online Enrollment Form!](#)