Transition Program at Union County Career & Technical Institute

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UCCTI is proud to offer a full-day transition program for self-contained special education students ages 18 to 21 who are seeking additional skills before entering the workforce. This program will assist students in obtaining vocational training and marketable job skills, offering workplace math, consumer science, and employability classes. Counseling is also provided to support students' social and emotional learning.

ELIGIBILITY: To be eligible, applicants must have completed all necessary high school graduation requirements and still be enrolled in their sending district.

STUDENT SELECTION: Students must apply in the spring of the year prior to attendance. Applicants are selected from a diverse population of students in each of the twenty-one school districts of Union County. Out-of-county applicants are considered after all county resident applications have been reviewed.

WORK-BASED LEARNING EXPERIENCE: Students will pursue career-specific Work-Based Learning Experiences as well as job sampling that will allow them to explore different types of professional environments. Transition staff will work with students on pursuing a part-time job outside of school (if appropriate), supporting them as they conduct research, prepare for interviews and create a resume.

SPECIAL SERVICES: UCCTI is dedicated to providing high-quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet, and exceed, New Jersey Student Learning Standards. Appropriate services are provided to students in the district who may have special needs and/or disabilities.

TRANSPORTATION: Transportation to and from UCCTI is the responsibility of, and coordinated by, the resident district.

CLASS SIZE: The Transition Program at UCCTI is dedicated to meeting the needs of students requiring self-contained classroom environments. Students in this program are delayed in graduation to obtain more training in areas of academic, social and/or behavioral needs. Programs have a maximum enrollment of 20 students.

EMPLOYABILITY SKILLS: This class will help prepare students to operate, succeed, and excel within business communities. Students will explore information technology and the skills necessary for pursuing their chosen occupational positions. Lessons will be taught on career opportunities, planning, interviewing skills, resume writing, oral presentations, conflict resolution, problem solving, and other business topics. This course meets one period a day for the full school year and students receive 2.5 credits in Employability Skills per school year.

FITNESS: This course meets one period a day for the full school year. Students receive 2.5 credits in Fitness per school year.

CONSUMER SCIENCE: This course is designed to provide students with the direction and materials to create and maintain personal development. Students will learn study, leadership, decision making, time management, and organizational skills. Students will also be exposed to conflict resolution, stress management, problem solving, and basic home life skills. Lessons will be taught on communication skills, including interpersonal communication and non-verbal communication. This course meets one period a day for the full school year and students receive 2.5 credits in Consumer Science per school year.

RETURNING STUDENT ELIGIBILITY: Students must be in good academic standing, having passed all coursework and been absent no more than 18 times to be eligible to return to the Transition Program at UCCTI for a second year. Returning students are asked to make a commitment to attend the Transition Program at UCCTI in March of their first year.

CREDITS EARNED IN TRANSITION PROGRAM:

CTE PROGRAM 1	CTE PROGRAM 2	EMPLOYABILITY SKILLS	FITNESS	CONSUMER SCIENCE	TOTAL
10	10	2.5	2.5	2.5	**27.5**

SCHOOL DAY SCHEDULE: The Transition Program at UCCTI begins at 8:00am and ends at 2:50pm. The schedule below represents a sample transition student's day at UCCTI and is subject to change.

SAMPLE STUDENT SCHEDULE:

Periods 1-3: CTE Program
Period 4: Employability Skills
Period 5: Consumer Science
Period 6: Fitness
Period 7: Lunch
Period 8-10: CTE Program

CTE Program Options

Self-Contained Programs

Automotive Technology Fundamentals: Students in this program are prepared for an entry level position in the automotive field, including the opportunity to earn ASE Maintenance and Light Repair certification. Areas of instruction include safety, tool and fastener use, steering and suspension, brakes, engine performance, engine repair, electrical and electronics, and auto and manual drivetrain.

Business Administration: This program is designed to prepare students to effectively operate, ensure success, and excel within the global and highly competitive business communities. The curriculum integrates career development with information technology and entrepreneurship, affording students the opportunity to obtain the skills and confidence for pursuing their chosen occupational aspirations.

Commercial Art: This program covers the basic elements and principles of design, advertising techniques, hand-drawing techniques, and desktop publishing. In addition to the development of a portfolio, students have the opportunity to showcase their designs in art-related competitions.

Graphic Design: Students in this program utilize Adobe Illustrator, Photoshop, and InDesign to achieve mastery of image creation, manipulation/retouching of photos, and a skilled use of typography.

Masonry: This program introduces students to the concepts of concrete, stone, block, and brick construction. Students are able to gain experience by participating in construction projects in-shop.

Restaurant & Food Services Cluster*

Baking: This program offers the very best in commercial baking training. Students are taught everything from breads to classic desserts to elaborate showpieces and have the opportunity to sell products in the school's own supermarket.

Culinary Arts: In preparation for a career in the food service industry, this program teaches students the skills necessary for food preparation including basic measurement, cooking techniques, menu planning and customer service.

Supermarket Technology: Designed to prepare students for a career in a variety of supermarket occupations, this program combines academic instruction with hands-on training in UCCTI's own fully operational supermarket. In connection with *ShopRite*, students are trained in the skills necessary to work in the retail food industry

**Students who take all three CTE courses in the Restaurant & Food Services Cluster will receive a certificate of completion.*

TRANSITION PROGRAM ADMISSIONS PROCEDURES

ELIGIBILITY

Applicants must

- have met all necessary graduation requirements and still be enrolled as a high school student.
- have an attendance record of less than 15 days absent per year.
- have an acceptable academic and behavior record in current school.

Out of county applicants are considered after all county resident applications have been reviewed.

The Union County Vocational-Technical School District provides an equal educational opportunity to all students who meet the acceptance criteria regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, social or economic status, material status or disabilities. In accordance with board policy, code and statutes, the high schools provide an equal educational opportunity to all students.

APPLICATION PROCESS

Students interested in applying to the Transition Program should submit an online application in the spring prior to the year of attendance and provide their guidance counselor with a signed Records Release Form.

The online application can be found at https://www.ucvts.org/admissions/shared-time-programs

Your guidance counselor should complete the high school portion of the Records Release Form and submit it with requested documents directly to the UCCTI Shared-Time Admissions Office.

Application deadline is February 26, 2027
Records Deadline is March 5, 2027
Applicants will be notified of acceptance on or before April 1, 2027

FREQUENTLY ASKED QUESTIONS

Q. What must be included with my application?
A. The online application must be completed in full and submitted by the stated deadline. A Records Release Form, a copy of all transcripts, an attendance record, and a discipline record must also be submitted. The deadline for applications is February 26, 2027. The records deadline is March 5, 2027.

Q. How will I know if you have received my supporting materials?
A. You will receive an email notification when the UCCTI Admissions Office receives **and** records your documents. Please allow a minimum of 3-4 business days from receipt of all supporting materials for processing.

Q. How and when will I be notified of acceptance?
A. All applicants who have submitted a completed application with all the required materials by the stated deadline will be notified by email whether they have been accepted or not. Admissions decisions will be emailed on or before April 1, 2027. Please note that admission to the Transition Program can be competitive.

Q. Is there a waitlist?
A. UCCTI encourages all interested students to apply by the February 26th deadline. On or about April 15th, an application will be made available for students to apply for programs that have seats remaining.

Q. How will I make arrangements for transportation and tuition if I attend UCCTI?
A. UCCTI is a public school. If you have been accepted, your resident school district will be notified. Transportation and tuition is the responsibility of the resident district.

UCCTI ADMISSIONS OFFICE

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